



# **Asset Management**

## **Training Guide**

Version 2.0

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# About This Training Guide

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## TRAINING GUIDE DESCRIPTION

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This training guide is an introduction to the Asset Management process, which the State of Arizona will conduct in the Fixed Assets module within AFIS. AFIS provides for the management and control of both Capital fixed asset and Non-capital (Memo) fixed asset records.

A Fixed Asset is equipment or property that is not consumed, and has a useful life of more than one year. Examples of Fixed Assets include: land, buildings, equipment, bridges, laptops, vehicles, and other such long-standing improvements.

An asset is classified as a Capital fixed asset, for accounting purposes, if it is designated as one of the following:

- The asset is intended for internal use (not for resale).
- The asset has a useful life extending beyond the current fiscal year.
- The asset typically has a monetary value in excess of a specified threshold.

A Memo fixed asset can be recorded for any stewardship items that need to be tracked but do not otherwise fit the criteria to be considered a Capital fixed Asset. AFIS provides for the management and control of Capital fixed asset and Memo fixed asset records. This training guide focuses on how to perform asset management processes for Capital fixed assets within AFIS, but content is also provided to guide users on using AFIS to manage stewardship items.

The processes described in this training guide are the minimum standards according to state policy. Individual Departments may have additional requirements. Please contact your Department management for clarification regarding your Department's policies and procedures.

## TRAINING GUIDE OBJECTIVES

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In this training guide, you will:

- Review the basic Navigation of AFIS using Tables, Documents and Queries
- Review the Fixed Asset Lifecycle and Fixed Asset Event Types
- Perform Fixed Asset document processing
- Research Fixed Assets using Reference and Query Tables
- Perform Fixed Asset document maintenance

## TERMINOLOGY

Key terms and definitions used throughout this training guide are listed in Table 1.

**Table 1: Terminology**

Term	Description
Agency	A State agency is a 'Department' in AFIS. The Dept field in AFIS is used to capture agency information.
Asset Management	Process the State of Arizona uses to manage assets.
Asset System Number	Number that defines a group of related capital assets. This Asset System Number can then be selected from a pick list on Fixed Asset documents and inquiries. The Asset System Number will be used to identify Assets/Locations that are going to be interfaced to TRIRIGA. It will also identify what type of record will be created in TRIRIGA.
Auto Apply	Button located on the Header and Component sections of Fixed Asset documents. When selected, this feature populates certain fields, which are pulled in from the Fixed Asset Registry page using the existing Fixed Asset number.
Balance Sheet Account (BSA)	Used to define values for asset, asset offset, liability, and equity accounts.
Base Asset	This field will be selected on the Acquisition (FA) or Acquisition – Shell Generated (FAS) documents automatically and cannot be changed. All components added on the FA or FAS documents through a process other than as a Betterment (FA02 event type), will need to meet the capitalization threshold. Assets added on an FA or FAS documents through the Betterment process (FA02 event type) will not be classified as a base asset, and, therefore will not need to meet the capitalization threshold.
Betterment	An addition or improvement to an existing asset. In AFIS, Betterments are processed with an Event Type of FA02, using the Acquisition (FA) or Acquisition – Shell Generated (FAS) document codes.
Capitalization	Costs to acquire an asset that exceed the threshold for the Asset Type as defined on Fixed Asset Capitalization Criteria (FACC) must be capitalized using an Acquisition (FA) or Acquisition – Shell Generated (FAS) document.
Chart of Accounts (COA) elements	An account structure to classify financial information, which captures the dimensional structure for documenting and reporting on budget data.
Commodity Code	The identification code assigned to the commodity.
Commodity-based Encumbrance	Several documents that can be used for various types of vendor agreements (Purchase Order, POPZ1, integrated from ProcureAZ).



Commodity Fixed Asset Threshold (COMMFA) Table	Maintains the threshold (minimum amount) for specific commodity purchases to generate a pending Fixed Asset. Individual purchases (defined at the Unit Price) under the threshold amount do not generate a Fixed Asset record (FAS document) through the Shell Generation process. Individual purchases equal to or greater than the threshold amount will generate a pending Fixed Asset record (FAS document) through the Shell Generation process. If an FAS document is not generated through the Shell Generation process, but a Fixed Asset needs to be recorded, it can be recorded manually with the Acquisition (FA) document.
Component	A Fixed Asset consists of one or more Components that represent separate valuations of the asset. Each component has its own location, cost history, and specifications. Components may be added as Betterments during the life of the asset.
Composite Asset	Assets with multiple inseparable components may be established as a Composite Asset and depreciated as one single asset based on Header level attributes.
Construction in Progress (CIP)	Construction costs for an asset that is not yet in service, such as a building or highway, may be captured in a C-Type Asset through the Program Asset Generation process. When the asset is ready to go into service, the Program Asset Generation process converts the Asset Type to the appropriate Type
Contributed Asset/Donated Asset	A contributed asset, also referred to as a donated asset, is an asset that is not purchased but given to an entity. There is no payment record in AFIS linked to a contributed or donated Asset.
Custodian (CUSD) Table	The Custodian (CUSD) table is used to set up Custodians that can be selected on Fixed Asset documents. It represents the individual who has custody of the asset.
Debt Accounting (DA) document	The Debt Accounting (DA) document performs all one-party debt accounting that is not part of a specific functional area such as Accounts Payable or Accounts Receivable.
Department	One element in the AFIS Chart of Accounts structure. This element is associated with a State agency. In this document, unless otherwise defined, Department and agency are interchangeable.
Depreciation	A reduction in the value of an asset with the passage of time, due in particular to wear and tear. Depreciation is calculated using In Service Date for most assets.
Disbursement	Liquidates the payable, and generates payment. The payment may be in the form of a Warrant or Electronic Funds Transfer (EFT).
Document Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.

Event Type (ETYP)	Identifies and records the type of financial activity for an Accounting Line of a document. Every Accounting Line must have an event type for all accounting based documents, and certain non-accounting documents. Users can either enter the event type or have it defaulted by the system. For Fixed Asset documents the Event Type is selected on the Header and defaults to all Accounting Lines.
Fixed Asset	Equipment or property that is not consumed, and has a useful life of more than one year. Examples of Fixed Assets include: land, buildings, equipment, bridges, laptops, vehicles, and other such long-standing improvements.
Fixed Asset Acquisition (FA) document	A document used to record all newly acquired, contributed (donated) or memo assets. The FA document is also used to record information about improvements (betterments) or additions to existing assets.
Fixed Asset Shell (FAS) document	A cloned version of the FA document that is created by the Shell Generation Process from an eligible payment from the Purchasing System. The FAS is a pending Fixed Asset with the chart of accounts from the payment; it must be finalized with additional information about the asset in order to complete the acquisition.
Fixed Asset Cancellation (FC) document	Document used to cancel (undo) a wrongly entered asset in AFIS.
Fixed Asset Catalog (FACLG)	A table that defines catalogs of commonly used Fixed Asset data. Providing default values for Fixed Asset Type, Useful Life, Salvage Value and Depreciation Method that can be overridden by the user if needed when adding or modifying a Fixed Asset.
Fixed Asset Capitalization Criteria (FACC) Table	Defines the minimum criteria for Fixed Asset types to be considered Capital or Memo types by Department. The table is used in the evaluation of the Fixed Asset Acquisition/Betterment (FA) document. FACC looks at the Asset Type selected on the Component Classification tab, the Quantity on the Component section and the Line amount on the Accounting Line.
Fixed Asset Depreciation (FE) Document	Document used to record manual depreciation.
Fixed Asset Disposition (FD) Document	Document used to record the disposition of existing assets. Assets may be disposed due to regular scheduled replacement, or the asset may be worn, lost, stolen, or otherwise destroyed.
Fixed Asset Disposition Method (FADM) Table	Contains acquisition and disposition codes, which are then used on FA and FD documents.
Fixed Asset Group (FAGRP) Table	Describes Fixed Assets at a more detailed level than asset Fixed Asset Type.
Fixed Asset Group Category (FAGCT) Table	Used for reporting purposes only. Fixed Asset Group categories are collections of related Fixed Asset group codes.

Fixed Asset Increase/Decrease (FI) Document	Document exists to allow changes to the actual cost (historical or acquisition) of existing assets.
Fixed Asset Internal Sale (FS) document	Document used to record the transfer between different fund types (i.e. between a governmental and proprietary fund).
Fixed Asset Modification (FM) document	Document used to process Fixed Asset modifications that do not have an accounting impact, such as location and useful life.
Fixed Asset Number	On all Fixed Asset documents, a Fixed Asset Number is required. If the transaction is a new asset acquisition event type, the number may be automatically assigned by selecting the Auto Generate FA Number flag and entering a Prefix.
Fixed Asset Payment Request (FAPR)	Stores details of commodity based payment request, where the commodity code used is classified as a fixed asset and is over the threshold on the COMMFA table. This table also provides the details about any Fixed Asset shells generated for a specific commodity based payment request
Fixed Asset Repair and Maintenance (FARM ) Table	Stores details of repairs and maintenance carried out for a Fixed Asset at the Component Level.
Fixed Asset Repair and Maintenance (FRM ) document	Records the Repair and Maintenance information for an FA at the component level and it is used to record modifications as well as additions to Warranty information.
Fixed Asset Selling Price Change (FP) document	Document used to correct the selling price and adjust the associated gain or loss.
Fixed Asset History (FAHIST)	Stores a history of the documents that were processed for a given Fixed Asset.
Fixed Asset Registry Header(FARHDR)	FARHDR contains the Fixed Asset Number and description, summary asset cost, and Responsibility COA elements
Fixed Asset Registry Component(FARCOMP)	FARCOMP contains detail information about an asset's component lines.
Fixed Asset Registry Accounting (FARACTG)	FARACTG contains detail information about an asset's accounting lines.
Fixed Asset Transfer (FT) document	Document used to record the transfer of responsibility or location information for an asset or component within the same fund and sub fund.
Fixed Asset Type (FATP)	Establishes specific balance sheet accounts and options to be associated with each asset type. The FATP table is where asset types are defined as being depreciable or not.
Fixed Asset Type Change (FX) document	Modifies the asset type from Construction-in-Progress to another Asset Type, when the asset is placed in service.
Fixed Asset Warranty Type (FAWTYP) Table	Stores the various types of Fixed Asset Warranty that can be used on FA and FRM documents.

Fund Accounting	The Chart of Accounts view that measures funds and general ledger accounts. Fund accounting comprises elements such as fund, Department, appropriation unit, revenue source, object of expenditure, and balance sheet account.
General Capital Asset (GCA) Fund	The GCA Fund (Fund 1300) is overlaid on the posting line of fixed asset documents that are recorded in a fund that is a governmental fund type.
Inferred Values	Values that are automatically populated based on previous entries in the system.
Journal	A historical record of processed accounting data that is stored by documents in order of processing.
Location (LOC) Table	Allows a user to define location codes and associated address information related to the location.
Mass Depreciation (ME)	Document generated through a batch process to record mass depreciation for assets within the batch parameters.
Memo Asset	An asset that does not meet capitalization threshold requirements but must be tracked in AFIS (i.e. non-capital asset).
Non-Accounting Document	A document that does not post entries to the Accounting Journal and does not update budget balance buckets or other data elements. These memo postings are treated as informational only with no accounting effect. The FM document is an example of a non-accounting document.
Payment	The exchange of funds for goods received and/or services rendered. In AFIS, the payment process establishes a payable in the system and, if specified, liquidates the encumbrance. The Payment document applicable to Fixed Assets is the Payment Request-Commodity (PRCPZ1).
Posting Code (PSCD)	A code called from an Event Type. Contains instructions about how to update various inquiry and controls tables. Each posting code also indicates which journals are updated. The Event Type appears on the Accounting Line; however, the posting code appears on the posting line.
Program Asset Generation	The batch job used to convert Construction in Process assets to other Fixed Asset types while also increasing the amount of the asset. FI , FC and FX documents are automatically generated from this batch job.
Reorganization	A group of assets is updated and/or transferred to a new location and/or responsibility center set up on the Fixed Asset Reorganization (FARO) table using this automatic batch job, which generates Fixed Asset Modification (FM) and/or Fixed Asset Transfer (FT) documents.
Responsibility Center	The responsible Fund is responsible for the asset's usage and maintenance. This may be the acquiring fund or another fund altogether. The depreciation structure selected on the component line and the responsibility posting flag on the accounting line identifies whether the asset is recorded in an accounting sense at the responsibility center fund, or the fund on the funding line.

Revaluation	The valuation amount assigned to individual assets is changed using this automatic batch job, which generates Fixed Asset Modification (FM) documents.
Shell	An FAS document is created by the Shell Generation process. A Shell is not a complete document though and requires that a user edit the FAS document to add information prior to submitting the FAS to a Final phase.
Shell Generation Process	A batch job that is run by an authorized user and creates an FA Shell from entries on the Fixed Asset Payment Request (FAPR) table.
Sub Location (SLOC) Table	Allows a user to define sub-location categories for locations in the system.
Unpend Asset Shell	Allows a user to remove Fixed Asset Shells (FAS) that will not be used and reverse the pending asset posting from the Shell Generation Process.
Warrant	A written order that instructs a person to pay a specified recipient a specific amount of money or goods at a specific time.
Workflow	An online approval process for documents.

## LIST OF ACRONYMS

Table 2 lists the acronyms used in this training guide.

**Table 2: List of Acronyms**

Acronym	Definition
AD	Automated Disbursement document
BSA	Balance Sheet Account
CAFR	Comprehensive Annual Financial Report
COA	Chart of Accounts
COMM	Commodity
COMMFA	Fixed Asset Commodity Threshold
CR	Cash Receipt
CUSD	Custodian Table
DA	Debt Accounting document
DEPEC	Depreciable Elements Change
DEPH	Depreciation History
EFT	Electronic Funds Transfer
ETYP	Event Type
FA	Fixed Asset Acquisition
FABALSQ	Fixed Asset Balance Summary
FACC	Fixed Asset Capitalization Criteria
FACLG	Fixed Asset Catalog
FACPA	Fixed Asset Construction Program Allocation
FACPAD	Fixed Asset Construction Program Allocation Detail
FACPER	Fixed Asset Construction Program Expenditure Reconciliation

Acronym	Definition
FADM	Fixed Asset Disposition Method
FAGCT	Fixed Asset Group Category table
FAGRP	Fixed Asset Group table
FAHIST	Fixed Asset History
FAPR	Fixed Asset Payment Request
FAR	Fixed Asset Registry
FARHDR	Fixed Asset Registry Header
FARCOMP	Fixed Asset Registry Component
FARACTG	Fixed Asset Registry Accounting
FARM	Fixed Asset Repair & Maintenance table
FAS	Fixed Asset Shell
FATP	Fixed Asset Type
FAWTYP	Fixed Asset Warranty Type table
FC	Fixed Asset Cancellation
FD	Fixed Asset Disposition
FI	Fixed Asset Increase / Decrease
FM	Fixed Asset Modification
FRM	Fixed Asset Repair and Warranty
FS	Fixed Asset Internal Sale
FT	Fixed Asset Transfer
FX	Fixed Asset Type Change
JFAAJ	Fixed Asset Accounting Journal
JFACJ	Fixed Asset Component Journal
ME	Mass Depreciation document
MD	Manual Disbursement document
POPZ1	Purchase Order Commodity-Based ProcureAZ
PRCPZ1	Payment Request Commodity –Based ProcureAZ
PSCD	Posting Code
SLOC	Sub Location Table

# 1. Navigation Refresher

## Learning Objectives

In this lesson, you will:

- Review the basic access and navigation of a Reference Table
- Review the basic access and navigation of documents using the Document Catalog
- Review the navigation tools Jump to and searching records within a Query

## Lesson Overview

As with any software, it is important that users understand how to navigate through various menus and features in order to complete tasks efficiently and accurately. This lesson reviews the navigation of AFIS as it pertains to Asset Management processing by looking at Reference Tables, Documents and Queries that are used throughout this Asset Management training guide. Understanding the differences between the pages is important because it makes it easier for users to search for a particular type of page. Pages are referred to in two different ways, the Page Description and the Page Code. AFIS uses a Web interface to display the types of application pages, which are described below.

### 1.1. Navigation Review: Reference Table

Reference Tables are used to store information within the system. The information in some of these Reference Tables can be created and modified by anyone with the required security permissions; others are system-maintained and are updated by the system via document updates or offline processes. All Reference Tables can be accessed via either Page Search or the Jump to field at the top of the screen. This topic examines the Fixed Asset Catalog (FACLG) reference table.

#### ACTIVITY 1.1

#### Navigate to the Fixed Asset Catalog Table

##### Scenario

You want to review the navigation features in AFIS. Use Page Search to locate the Fixed Asset Catalog (FACLG) reference table.

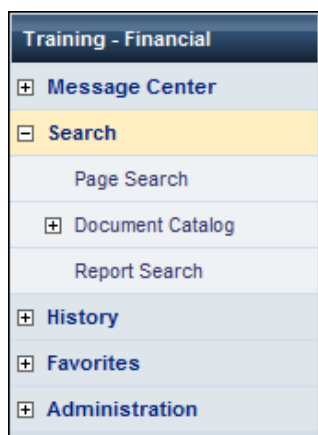
##### Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

### A. Navigate using Page Search.

1. From the Secondary Navigation menu on the left, expand Search.



2. Click **Page Search**. In the Page Code field type **FACLG**.
3. Click **Browse**.





- Click **Fixed Asset Catalog** in the list of Reference Tables that appears below the search fields.

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

Description	Page Code
✓ Fixed Asset Catalog	FACLG

First Prev Next Last

- B. Navigate using the Search tool within a table.

- Click the **Search** link below the grid.
- In the **Search window**, enter **1070-06** for the Fixed Asset Catalog.
- Click **Ok**.

Search - Windows Internet Explorer provided by CGI US

http://finance.az.gov/webapp/FINTRNGa/advantage/AMSIImages/Empty.htm

Fixed Asset Catalog :

Fixed Asset Catalog Description :

Fixed Asset Type :

Fixed Asset Group :

[Ok](#) [Clear](#) [Cancel](#)

4. The search results for the Fixed Asset Catalog 1070-06 display.


Fixed Asset Catalog			
Fixed Asset Catalog	Fixed Asset Catalog Description	Fixed Asset Type	Fixed Asset Group
✓ 1070-06	AUTOMOBILES & STATION WAGONS (GASOLINE)	V	1070

First Prev Next Last


[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

Fixed Asset Catalog : 1070-06

Fixed Asset Catalog Description : AUTOMOBILES & STATION WAGONS (GASOLINE)


Fixed Asset Type : V 

Vehicles

Fixed Asset Group : 1070 

AUTOMOTIVE VEHICLES

Useful Life : 5

Depreciation Method : Straight Line 

Salvage Value Percent : 10.0000

Valuation Factor :

5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 1.2. Navigation Review: Document

The information stored in inquiry tables gets updated by documents. Some documents update the information on multiple tables. The Document Catalog is used to create documents and to search for documents based on Code, Department, Unit, or ID. It can also be searched by User Information using Create User ID (created by) and Create Date (created on) fields, as well as by Document State using Function, Phase or Status drop-down menus.

### ACTIVITY 1.2

#### Navigate to a Fixed Asset Acquisition Document

##### Scenario

You want to review the navigation features in AFIS. Use the Document Catalog to find a Fixed Asset Acquisition (FA) document.

##### Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

### A. Navigate using the Document Catalog.

1. From the Secondary Navigation Panel on the left, click **Search**.
2. Click Document Catalog.

3. In the **Code** field, enter **FA**.
4. In the Dept field, enter your student data card information.
5. Click **Browse**.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	FA	101		STU 1 - 1.2	No	1	New	Draft	Rejected	10/21/14	gdenney	\$250,000.00	Yes
<input type="checkbox"/>	FA	101		STU 1 - 5.5	No	1	New	Final	Submitted	10/24/14	gdenney	\$57,900.00	Yes
<input type="checkbox"/>	FA	101		STU 1 - 6.3	No	1	New	Final	Submitted	10/24/14	Training	\$21,000.00	Yes
<input type="checkbox"/>	FA	101		STU 1 - 6.4	No	1	New	Final	Submitted	10/25/14	Training	\$21,000.00	Yes

6. In the list of documents, in the first row, click the **Doc ID listed on your student data card**.  
The Fixed Asset document window displays the five components that together make up the Fixed Asset Acquisition, component for the Header, Component, Warranty, Accounting, and Posting. Within each component there are various fields and boxes that contain the relevant information.

### B. Explore the Fixed Asset Acquisition document Header component.

1. Observe the Document information at the top of the screen, including Document Code, Dept, ID, Version, Function, Phase, and the document menu button.

2. Observe the fields on the General Information tab.

Header	
<div> <div>General Information</div> <div>Extended Doc Description</div> <div>Responsibility Center</div> <div>Composite Asset Information</div> <div>Infrastructure Maintenance</div> </div>	
<div> <div>Fixed Asset Intent Reference</div> <div>Document Information</div> </div>	
Document Name: PRISONER TRANSPORT BUS Record Date: <input type="text"/> Budget FY: <input type="text"/> Fiscal Year: <input type="text"/> Period: <input type="text"/> Document Description: RECORDING OF THE PRISONER TRANSPORTATION BUS 8/1/2014 Complex/Building: <input type="text"/> Asset Status: 1 Asset Status Name: Active	Auto Generate FA Number: <input type="checkbox"/> Prefix: <input type="text"/> Fixed Asset Number: STU 101 - 1.2 Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE Document Total: \$250,000.00 Final Asset Value: \$250,000.00 Event Type: FA01 Memo Asset: <input type="checkbox"/> Asset System Number: <input type="text"/> Asset System Description: <input type="text"/>

- C. Explore the other components of the document.

1. Click the **Open Document Navigator** arrow on the left of the screen.
2. In the Document Navigator Panel, click **Component** and observe the tabs that are displayed on the line.

Document Navigator	Component
<div>Header</div> <div>Component</div> <div>Warranty</div> <div>Accounting</div> <div>Posting</div>	<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> </div> <div> <div>Component Classification</div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal Sale Details</div> </div> <div> <div>Fixed Asset Intent Reference</div> <div>Insurance</div> </div> <div> <div> <div>Total Lines: 1</div> <div>Fixed Asset Number: STU 101 - 1.2</div> <div>Component Number: 1</div> </div> <div> <div>Component Number: 1</div> <div>Commodity: 07117</div> <div>Units: 1.00000</div> <div>Unit of Measure: EA</div> <div>Final Units:</div> <div>Surface Area:</div> <div>Statistical Units:</div> <div>Statistical UOM:</div> <div>Plat Number:</div> <div>Survey Data:</div> <div>Decal ID:</div> </div> <div> <div>Tag Number:</div> <div>Base Asset: <input checked="" type="checkbox"/></div> <div>Description 1:</div> <div>Description 2:</div> <div>Description 3:</div> <div>Description 4:</div> <div>Description 5:</div> <div>Property ID:</div> <div>Property Description:</div> <div>Extended Description:</div> </div> </div>

3. In the Document Navigator Panel, click **Warranty** and observe the tab that is displayed on the line.

**Document Navigator** [X]

Header  
Component  
**Warranty**  
Accounting  
Posting

**Warranty** Fixed Asset Number: STU 101 - 1.2 Component Number: 1 FA Warranty Number:

FA Warranty Type: MANUFACTURERS Manufacturer's Warranty Warranty Vendor Code: Warranty Vendor Name: Warranty Address ID: Warranty Address 1: Warranty Address 2: Warranty City: Warranty State Code: Warranty State: Warranty Zip Code: Warranty County Code:

Warranty Agreement Number: STU 101 - 1.2

Warranty Description:

Warranty Years: 5

Warranty Months: 60

Warranty Start Date: 08/01/2014

Warranty Expiration Date: 07/31/2024

4. In the Document Navigator Panel, click **Accounting** and observe the tabs that are displayed on the line.

**Document Navigator** [X]

Header  
Component  
Warranty  
**Accounting**  
Posting

**Accounting** Total Lines: 1 Accounting Line: 1 Line Amount: \$250,000.00

Accounting Line	Line Amount	Event Type	Responsibility Center Posting
1	\$250,000.00	FA01	Yes

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting

Event Type: FA01 Budget FY: Fiscal Year: Period: Funding Fiscal Year: 2015 Funding Budget FY: 2015 Responsibility Center Posting: Yes

Accounting Template: Line Description: Line Amount: \$250,000.00

Internal Sale Gain/Loss Amount: Historic Asset Cost: Accum Depr \$0.00 Amount:

5. In the Document Navigator Panel, click **Posting** and observe the Posting Line.

**Document Navigator** [X]

Header  
Component  
Warranty  
Accounting  
**Posting**

**Posting** Total Lines: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	F002 F012	Fixed Asset Net Adj to FA	\$250,000.00	\$250,000.00

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

## D. Edit the document.

1. Click the **Edit** button. Notice the fields become "unshaded" and able to be edited.
2. Click the **Validate** button to have the system check for errors. If the validation is successful, the following message displays in the upper left corner: **"Document validated successfully."** If the document did not validate successfully, correct any errors and re-validate.
3. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **"Document submitted successfully."**

**Note:** *In Production, this document is subject to workflow and approval rules. The document Phase is Pending, until all approvals have been applied.*

## E. Close out of the document.

1. When you are finished, click **Close** in the bottom right corner of the document screen to return to the Document Catalog.
2. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 1.3. Navigation Review: Query Page

---

The information that documents update in tables can be looked up by performing a query and certain tables are designed for this purpose. For example, asset information can be tracked and researched via query by using the Fixed Asset History (FAHIST) inquiry. One way to quickly access FAHIST is to type FAHIST into the Jump to field on the Primary Navigation Panel.

### ACTIVITY 1.3

#### Navigate to the Fixed Asset History Query Page

##### Scenario

You want to review the navigation features in AFIS. Use the Jump to field to navigate to the Fixed Asset History (FAHIST) query page.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

## A. Navigate using the Jump to field.

1. In the Primary Navigation Panel, in the **Jump to** field, enter **FAHIST**.



- Click **Go**. This will bring up the FAHIST query as well as a Search popup window that allows users to narrow down the results that are displayed. Records can be searched by FA Number, FA Component Number, Doc Code, Doc Dept, Doc ID, Asset System Number, etc.

- Locate a Fixed Asset record using the Search window.
  - In the Search pop-up window, in the Fixed Asset Number field, enter *your student data card information*.
  - Click **Ok** to display the results of the search along with the details of the first result. For each Fixed Asset Number, FAHIST records all documents that have been processed for the asset number, and provides a history of all the accounting and non-accounting transactions for each individual Fixed Asset record.

FA Number	FA Component Number	Doc Code	Doc Dept	Doc ID	Document Component Total
STU 101 - 1.2	1	FA	101	STU 1 - 1.2	\$250,000.00

First Prev Next Last

**Component Details**

[Search](#)  

**Journal Record Identification**

FA Number : STU 101 - 1.2 Doc Record Date : 01/22/2015

FA Component Number : 1 Run Time : 02-13-15 09:40:23

Doc Code : FA Fiscal Period : 7

Doc Dept : 101 Last User ID : Student1

Doc ID : STU 1 - 1.2 Asset System Number :

Event Type : FA01 Asset System Description :

► Responsibility Center

► Location

► Classification Information

► Component Details

► Specifications

C. Observe the Component details for the selected Fixed Asset record.

1. Using the Secondary Navigation panel, view the details for each component. Components include Journal Record Identification, Responsibility Center, Location, Classification Details, etc.

✓ Component
Journal Record Identification
Responsibility Center
Location
Classification Information
Component Details
Specifications
Cost, Valuation and Depreciation
Disposition Information
Balance Sheet Codification
Warranty
Repair & Maintenance
Insurance

D. Observe the Accounting details for the selected Fixed Asset record.

1. Using the secondary navigation panel, click the **Accounting Tab**.



- Using the Secondary Navigation panel, view both the General Information and Accounting Line details.

The screenshot displays the 'Fixed Asset History' interface. On the left is a 'Secondary Navigation' panel with options: Close, Component, Accounting (selected), General Information, and Accounting Line. The main content area is titled 'Fixed Asset History' and contains two sections: 'Accounting Summary' and 'Accounting Details'.

**Accounting Summary**

FA Number	Component	Accounting Line	Posting Line	Doc Record Date	Document ID
STU 101 - 1.2	1	1	1	01/22/2015	FA 101 STU 1 - 1.2
STU 101 - 1.2	1	1	1	01/22/2015	FA 101 STU 1 - 1.2

First Prev Next Last

**Accounting Details**

Search

**General Information**

FA Number : STU 101 - 1.2	Last User ID : Student1	Event Type : FA01
Component : 1	Doc Record Date : 01/22/2015	Posting Code : F002
Doc CD : FA	Run Tm : 02/13/2015	Prtg Am : \$250,000.00
Doc Dept : 101	Fiscal Year : 2015	Dr/Cr : D
Doc ID : STU 1 - 1.2	Fiscal Period : 7	Incr/Dcrs : 1
Doc Commodity Line : 1	Fiscal Quarter : 3	
Accounting Line : 1	Budget FY : 2015	
Posting Line : 1		

**Accounting Line**

Fund : 1300	Department : 101	Sub Reporting :	Program :
Sub Fund :	Unit : 0101	Location :	Phase :
Object :	Sub Unit :	Sub Location :	Funding Profile :
Sub Object :	Appr Unit : 1010000	Dept Object :	Funding Priority :
Revenue :	Activity :	Dept Revenue :	Funding Line :
Sub Revenue :	Sub Activity :	Task :	Program Period :
B&A : 0611	Function :	Sub Task :	Stage Profile :
Sub B&A :	Sub Function :	Task Order :	
B&A Type : Asset	Reporting :	Major Program :	

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[FA Accounting Journal](#)

- Click **Home** on the Primary Navigation Panel to return to the Home Page

## Lesson Summary

This lesson reviewed the basic navigation tools and methods that will be used throughout this training guide. The Jump to field can be used to access a certain page or table. The Page Search and Document Catalog can also be used to search for a specific Table or Document within the system. The next lesson will take a look at an overview of Asset Management.

## 2. Overview of Asset Management

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### Learning Objectives

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In this lesson, you will:

- Identify the Fixed Asset Lifecycle
- List Fixed Asset Documents and Event Types
- Differentiate between Manual Fixed Asset Documents and Fixed Asset Shells
- Navigate Fixed Asset Tables and Inquiries
- List how Fixed Asset Tables and Inquiries are updated

### Lesson Overview

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This lesson provides an overview of the asset acquisition lifecycle, from when a Department purchases equipment or property to when it is disposed through Surplus Property Management Office.

This lesson reviews the different Fixed Asset documents available in AFIS, and the associated event types used for asset management business processes. Users will gain an understanding of the Event Type (ETYP) field in AFIS, and which event types are used on Fixed Asset documents.

The most commonly used Fixed Asset documents, the Fixed Asset Acquisition (FA) and Fixed Asset Shell (FAS), are used for scenarios such as standard purchases, donations, memo assets, multiple assets, and betterments. These scenarios are covered, in addition to when the FA document needs to be manually created versus when the system will generate a Fixed Asset Shell.

Finally, users are introduced to the tables that are useful when searching for specific Fixed Asset information, in addition to how Fixed Asset tables and inquiries are updated by Fixed Asset documents in AFIS.

### 2.1. Fixed Asset Lifecycle

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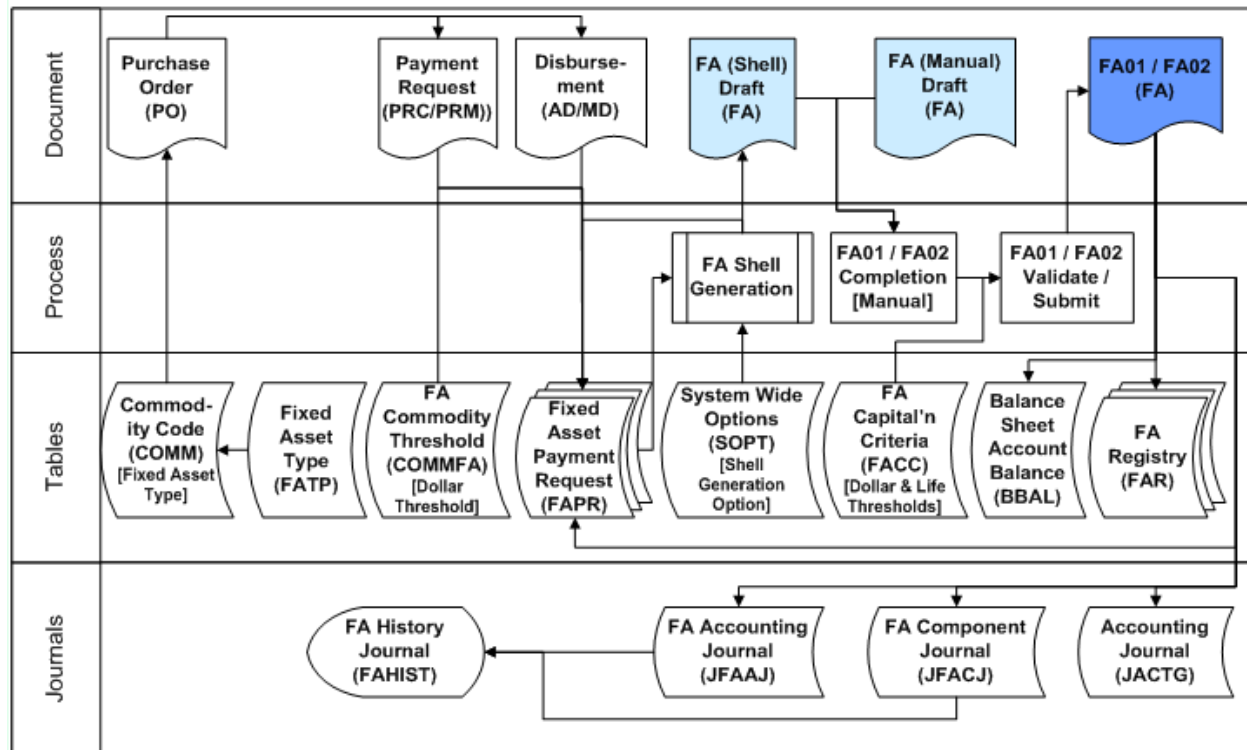
The lifecycle of a Fixed Asset begins with the acquisition of the asset. A Department applies an inventory tag upon receipt of the asset, and may enter the asset into its own Agency Inventory System, if applicable. The Department enters the asset into AFIS upon payment of the vendor invoice, and assigns the asset to a responsible entity. Finally, the Department updates AFIS and the Agency Inventory System with the assignment information.

Maintenance transactions used to record asset changes (such as improvements, modifications, and transfers), depreciation updates, and asset disposal are also maintained in AFIS .

Throughout the life of an asset, it may undergo a Revaluation or Reorganization process. Revaluation, which is mostly used for buildings, occurs when the valuation amount assigned to individual assets is changed using the automatic batch job, which generates Fixed Asset Modification (FM) documents. Reorganization occurs when a group of assets is updated and/or transferred to a new location and/or responsibility center. Reorganization modifies Location-related fields (Location, Sub Location or Complex Building) or transfer Responsibility Center fields, such as Department or Unit Code. A batch process can be used to automatically create Fixed Asset Modification (FM) or Fixed Asset Transfer (FT) documents to specify the old and new account codes, as well as the type of reorganization to be performed. The Fixed Asset Modification (FM) and Fixed Asset Transfer (FT) documents can also be manually entered.

AFIS enables users to manage and control their organization's Fixed Assets throughout the asset's lifecycle. Figure 1 illustrates when the Fixed Asset Acquisition (FA) document is used within the AFIS Asset Management lifecycle.

**Figure 1: Asset Management Flow Diagram**



A Fixed Asset Acquisition (FA) document can be manually created from the Document Catalog or a Fixed Asset Acquisition – Shell Generated (FAS) document can be system-generated via the Fixed Asset Shell Generation process. Please note that these documents are the same, one is created manually while the other is system-generated. Creation of the FA or FAS document is covered in the Section 2.3, Manual FA vs. Fixed Asset Shell topic.

A draft version of the FAS document is generated, via the Fixed Asset Shell Generation process in AFIS, if the Fixed Asset Commodity code referenced on the document passes threshold tests for that Commodity. These thresholds are discussed in Section 3.1, Fixed Asset Setup and Thresholds topic.

Once the FA or FAS document is validated and submitted successfully, information about the associated Fixed Asset is stored in various tables and journals (inquiries) within AFIS. These storage locations are covered in Section 2.4, Fixed Asset Tables and Inquiries topic.

## 2.2. Fixed Asset Event Types

In AFIS, the Event Type code defines an event that triggers a business process. Table 3 identifies the Event Type(s) used with each Document Code. Event types are used to signify what posting codes (PSCD) will be used, and to apply specific data entry rules for referenced transactions, vendor and customer codes, and all defined Chart of Accounts (COA) elements.

Although most AFIS documents contain an Event Type on the document Accounting component, a Fixed Asset document's Event Type is located on the Header component. Refer to the Fixed Asset Document Overview for information on the Fixed Asset document component components (Header, Component, Warranty, Accounting and Posting).

**Table 3: Allowable Event Types for Fixed Asset Documents**

Document Code	Document Name	Event Type	Fixed Asset Function
FA / FAS	Fixed Asset Acquisition, Fixed Asset Shell	FA01 (Default)	Acquisition—Adding Fixed Asset
		FA02	Betterment
		FA14	Unpend a Fixed Asset Shell
		FA27	Acquire a Fixed Asset Internally
		FA28	Better a Fixed Asset Internally
		LS23	Record Leased Capital Asset
FD	Fixed Asset Disposition	FA04	Dispose of a Fixed Asset
		FA09	Sale of a Fixed Asset Internally
		LS14	Leased Asset Disposal
FE	Fixed Asset Depreciation	FA03	Record Depreciation on an Individual Fixed Asset
FM	Fixed Asset Modification	FA05	Modify Fixed Asset Non-Accounting Attributes

FP	Fixed Asset Selling Price Change (FP)	FA12	Change Selling Price of a Fixed Asset
FT	Fixed Asset Transfer	FA06	Transfer Fixed Asset
FI	Fixed Asset Increase / Decrease	FA07	Increase/Decrease Value of asset
FX	Fixed Asset Type Change	FA08	Fixed Asset Type Change
FC	Fixed Asset Cancellation	FA11	Cancellation
FRM	Fixed Asset Repair and Warranty	FA15	Repairs and Warranty Modification
FS	Fixed Asset Internal Sale	FA29	Internal Sale
ME	Mass Depreciation	LS01	Authorize Leases To Be Taken
DA	Debt Accounting	LS10	Record Capital Lease Receivable – Current Portion
		LS11	Record Capital Lease Receivable – Long Term Portion
		LS12	Record Deferred Lease Principal Revenue
		LS13	Record Deferred Lease Interest Revenue
		LS20	Record Capital Lease Payable – Current Portion
		LS21	Record Capital Lease Payable – Long Term Portion
		LS22	Record Capital Lease Expense & Other Funding Sources
		LS30	Amortization of Lease Costs
		LS31	Accrue Lease Expense
		LS32	Accrue Lease Revenue

## 2.3. Manual FA vs. Fixed Asset Shell

---

The Fixed Asset Acquisition (FA/FAS) document is used to record all newly acquired, contributed (donated), or memo assets. The system will generate an FAS document when payment is made for a purchase using eligible Commodity codes that are above established thresholds. The FAS document is a clone of the FA document. The document code FAS will help users to easily locate Shell documents from the Document Catalog. The FA/FAS document is also used to record information about improvements (betterments) or additions to existing assets.

A Fixed Asset Acquisition document is created either automatically or manually, in AFIS.

- **Automatically** - The system generates an FAS document for a Department using the system-generated Fixed Asset Shell. It is referred to as a Shell document because it includes some, but not all, required fields and must be processed further by users.
- **Manually** - FA documents must be created manually by the user if a Shell has not been created (for example, a donated asset) or an asset is acquired by means other than a Commodity-based payment document, such as purchases with a General Accounting Expenditure GAX document (non-Commodity based).

## 2.4. Fixed Asset Tables and Inquiries

---

The common tables and inquiries utilized by users to search for specific Fixed Asset information include:

- Fixed Asset Payment Request (FAPR) table
- Fixed Asset Registry, which include Header (FARHDR), Component (FARCOMP) and Accounting (FARACTG)
- Fixed Asset Journals (JFACJ and JFAAJ)
- Fixed Asset History (FAHIST)

Fixed Asset tables and inquiries are updated via the following different methods in AFIS:

- **Updates by documents** - Most tables or inquiries are updated when the documents are finalized. This means that the table will not be updated until the document Phase equals Final, which occurs after the document has been fully approved in AFIS. Examples of document updates to tables or inquiries: FARHDR, FARCOMP, FARACTG, FAPR and FAHIST.
- **Updates by offline jobs** - Certain processes depend on offline jobs to update Fixed Asset tables. The offline jobs are run during the nightly cycle. Examples of offline jobs include: Fixed Asset Shell Generation and Fixed Asset Disposition Chain (mass disposals).
- **Updates by users** - Users with proper security authority may update some tables (usually reference). Updates by users need to be completed by saving the record on the table. Examples of tables being updated by users include: Custodian (CUSDD), Location (LOC) and Fixed Asset Warranty Type (FAWTYP).

## Fixed Asset Payment Request (FAPR) Table

The Fixed Asset Payment Request (FAPR) table is used when the FA Shell Generation batch process creates Fixed Asset Shell (FAS) documents.

The FAPR table is divided into the following three components:

- **Payment Request Details** – Displays all Commodity-based Payment Requests (PRC) documents that have been submitted with eligible Fixed Asset commodities and a Shell Indicator of Single Shell or Multiple and an amount equal to or greater than the Commodity Fixed Asset threshold. Once the Payment Request has been disbursed with an Electronic Funds Transfer (EFT) or Automated Disbursement (AD) document and the Disbursed Amount field is updated, the payment record is eligible for an FAS document to be created.
- **Purchase Order Details** – This component displays the Document ID, Vendor Line number and Commodity Line number of the referencing Purchase Order to the PRC.
- **Shell Generation Details** – The date that FA Shell (FAS) documents were created for the payment record is displayed. The Total Capitalized Amount and Total Quantity Acquired fields are updated when a FA Shell document is completed and submitted. The Total Quantity Discarded field displays the number of FA Shell documents that have been discarded from the system (Discarding will not be permitted)
  - The Generate Multiple Shell flag is checked by default. This will generate a separate Fixed Asset Acquisition (FAS) Shell document for each unit purchased when multiple assets are bought in bulk.
  - The Purge Shell Record field is used to purge a payment record from the FAPR table. This flag can only be selected and saved once all the generated Shells for an FAPR record have been completed and accepted or unpended. Once selected, the record will be purged from the table with the next running of the FAPR Purge batch process.

- There are links at the bottom of this page to review the FAPR Accounting Lines or to access the FAS document through the Generated Shell Details.

**Fixed Asset Payment Request**

Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	101		STU 1 - 3.3	1	2	10/23/2014

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[Save](#) [Undo](#) [Copy](#) [Search](#)

**Payment Request Details**

Document :	PRC	Commodity :	20385
Doc Dept :	101	Quantity/Unit :	4.00000
Doc Unit :		Total Disbursed Amount :	20000.00
Doc. Id :	STU 1 - 3.3	Acquisition Date :	10/23/2014
Doc. VL No. :	1	Pending Asset B \$A :	0890
Doc. CL No. :	2	Pending Asset Sub B \$A :	
Vendor/Customer :	VC0000000024		
Fixed Asset Type :	1		

**Purchase Order Details**

Document :	PO	Doc. VL No. :	1
Doc Dept :	101	Doc. CL No. :	2
Doc. Id :	STUD 1 - 3.3		

**Shell Generation Details**

Purge Shell Record :	<input type="checkbox"/>	Total Quantity/Unit Acquired :	0.00000
Generate Multiple Shell :	<input checked="" type="checkbox"/>	Total Quantity Discarded :	0.00000
Shell Generated Date :	10/23/2014	Reversed (Unpend) Units :	0.00000
Total Capitalized Amount :	0.00	Reversed (Unpend) Amount :	0.00

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[FAPR Accounting Lines](#) [Generated Shell Details](#)



## Fixed Asset Registry

The Fixed Asset Registry (FAR) table stores the current status of an asset and is updated through the use of specific Fixed Asset documents and Event Types. The FAR table is made up of three tables, described below.

### *Fixed Asset Registry Header (FARHDR)*

FARHDR is used as the central repository of AFIS Fixed Assets. The FARHDR table contains both Acquisitions and Betterments. Betterments are considered new components of a previously acquired asset. FARHDR contains the Fixed Asset Number and description, summary asset cost, and Responsibility COA elements.

FARHDR contains links to the Fixed Asset Registry Component (FARCOMP) and Fixed Asset Registry Accounting (FARACTG) pages that contain detailed information about an asset's component and Accounting Lines, respectively. A link is also provided to the Fixed Asset Balance Summary (FABALSQ) page, which summarizes and displays the details of FA budget balances by Fixed Asset Number.

**Fixed Asset Registry Header**

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 101 - 1.2	TRANSPORTATION BUS - PRISONER VEHICLE	101	0101	\$250,000.00

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Search

**General Information**

Fixed Asset Number : STU 101 - 1.2  
 Summary Asset Value : \$250,000.00  
 Summary Accumulated Depreciation : \$0.00  
 Summary Net Book Value : \$250,000.00  
 Summary Valuation Amount : \$0.00

Summary Closing Costs : \$0.00  
 Summary Salvage Value : \$25,000.00  
 Summary Selling Price : \$0.00  
 Historic Asset Cost : \$250,000.00  
 Asset System Number :

Asset Description : TRANSPORTATION BUS - PRISONER VEHICLE  
 Asset System Description :

Asset Status : Active

Responsibility Center  
 Asset Classification  
 Acquisition /Disposition /Valuation Details  
 Depreciation Details  
 Infrastructure Maintenance  
 Fixed Asset Intent Reference

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[Fixed Asset Registry Component](#) [Fixed Asset Equity Sources](#) [Fixed Asset Balance Summary](#)

## Fixed Asset Registry Component (FARCOMP)

The Fixed Asset Registry Component (FARCOMP) table contains component level information for both Acquisitions and Betterments.

FARCOMP contains links to the Fixed Asset Registry Header (FARHDR) and Fixed Asset Registry Accounting (FARACTG) pages that contain detailed information about an asset's Header and Accounting Lines, respectively. A link is also provided to the Fixed Asset Component Balance Summary (FACBALSQ) page, which summarizes and displays the details of FA budget balances by Fixed Asset Component.

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ A0000008	0001	\$500.00	25100000

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[Search](#)

### General Information

Fixed Asset Number : A0000008 Component Value : \$500.00  
 Component Number : 0001 Component Accumulated Depreciation : \$0.00  
 Component Net Book Value : \$500.00  
 Historic Asset Cost : \$500.00  
 Asset System Number :  
 Asset System Description :

### Asset Classification & Location

Classification Indicator : Normal Location : GAR  
 Asset Type : E Sub Location : Garage  
 Equipment  
 Asset Catalog : 02 Complex / Building :  
 Asset Group : 100  
 Group 100  
 Asset Group Class :  
 Asset Group Category :  
 Base Asset Flag : ☒

### Asset Details

Commodity Code : 25100000 Units : 1.00000  
 Tag Number : Description 1 :  
 Plat Number : Description 2 :  
 Surface Area : Description 3 :  
 Statistical Units : Description 4 :  
 Statistical UOM : Description 5 :  
 Last Inventory Date : 10/31/2013 Extended Description :  
 Condition Code : 1  
 Asset Impairment :  
 Number of Warranties : 0  
 Number of Repair & Maintenance : 0

### Specifications

Mfr Part Number : Specification : Commodity Specs :  
 Manufacturer : Drawing :  
 Product/Category : Piece :  
 Model Number : Supplier Part Number :  
 Serial Number : Warranty Type :

### Acquisition /Disposition Details

Acquisition Date : 10/31/2013 Disposition Date :  
 Acquisition Method : VPUR Disposition Method :  
 Vendor Purchase  
 Purchasing Authority : Disposition Authority :  
 Vendor Code : 0000000024 Disposed Units :  
 Vendor Name : HAMRICK STEPHEN L Gain/Loss Account Type :  
 Alias/DBA : Selling Price : \$0.00  
 Original Acquisition : ☒ Memo Disposal Value : \$0.00

### Valuation /Reorganization Details

Valuation Amount : \$0.00 Reorganization Date :  
 Last Valuation Date : Replacement Date :  
 Valuation Selection Date :

### Depreciation

Date Indicator : In Service Date Useful Life : 3  
 Depreciation Structure Indicator : Funding Line Salvage Value : \$0.00  
 Depreciation Method : Straight Line Closing Costs : \$0.00  
 Depreciation Indicator : ☒ In Service Date :  
 Last Depreciation Date :

### Balance Sheet Account

Asset BSA : 1040 OBSA : 1001 Accumulated Depreciation BSA : 1045  
 Asset SBSA : Sub OBSA : Accumulated Depreciation SBSA :

### Internal Sale Details

Internal Sale Units : FA Document Code :  
 Internal Sale Asset Cost : FA Document Department :  
 Internal Sale Depreciation Amount : FA Document ID :  
 Internal Sale Disposition Date : FA Document Version number : 0  
 Internal Sale Gain/Loss Amount : FA Commodity Line Number : 0

### Fixed Asset Intent Reference

FN Doc Code :  
 FN Doc Dept :  
 FN Doc ID :

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[Fixed Asset Registry Accounting](#)
[FA Depreciation History](#)
[FA Depreciation Elements Changes](#)
[Fixed Asset Warranty](#)
[Fixed Asset Rep](#)  
[Fixed Asset Equity Sources](#)  
[Fixed Asset Registry Header](#)
[Fixed Asset Component Balance Summary](#)

### Fixed Asset Registry Accounting (FARACTG)

The Fixed Asset Registry Accounting (FARACTG) table records the funding information, including Fund and Detailed Accounting Distributions. An FA document can have multiple Accounting Lines to track funds by multiple sources. For example, funding sources may include both Federal and State funds such as, 20% Federal and 80% State.

FARACTG contains accounting level information of both Acquisitions and Betterments. FARACTG contains links to the Fixed Asset Registry Header (FARHDR) and Fixed Asset Registry Component (FARCOMP) pages that contain detail information about an asset's Header and component lines.

Fixed Asset Registry Accounting		
Fixed Asset Number	Component Number	Accounting Line Amount
✓ A0000008	0001	\$500.00
First Prev Next Last		

[Search](#)

**General Information**

Fixed Asset Number : A0000008      Accumulated Depreciation : \$0.00

Component Number : 0001      Net Book Value : \$500.00

Accounting Line Amount : \$500.00      Selling Price : \$0.00

Historic Asset Cost : \$500.00

**Fund Accounting**

Funding AFY : 2014      Object : 3200

Funding BFY : 2014      Sub Object :

Fund : 2531      Revenue :

Sub Fund : 0000      Sub Revenue :

Department : 0231      Dept Object :

Unit : 4320      Dept Revenue :

Sub Unit :      General Capital Assets(GCA) Fund : ☐

Appr Unit : 13000      Responsibility Center Posting : ☐

**Detail Accounting**

Location :      Reporting :      Major Program :

Sub Location :      Sub Reporting :      Program :

Activity :      Task :      Phase :

Sub Activity :      Sub Task :      Program Period :

Function :      Task Order :

Sub Function :

**Document Reference**

PO Document : APO      PR Document : PRC      Disb Document : AD

PO Doc Dept : 0501      PR Doc Dept : 0501      Disb Doc Dept : 0501

PO Doc ID : 120513SISHELL      PR Doc ID : 120513SISHELL      Disb Doc ID : 120513SISHELL

PO Doc VL No : 1      PR Doc VL No : 1      Disb Doc VL No : 1

PO Doc CL No : 1      PR Doc CL No : 1      Disb Doc AL No : 1

PO Doc AL No : 1      PR Doc AL No : 1

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[Fixed Asset Registry Header](#)    [Fixed Asset Registry Component](#)

## Fixed Asset Component Journal (JFACJ)

The Fixed Asset Component Journal (JFACJ) table serves to give users a view into the journal lines from processing Fixed Asset documents. Fields on this journal are very different from those in other journals; given its input source is the component line of any Fixed Asset document, not a posting line.

Run Time	Document ID	FA Number	FA Component Number	FA Type	FA Group	Final Asset Component Value
12-05-13 12:24:58	FA 0501 SHEL0000000001	A0000008	0001	E	100	\$500.00

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### General Information

Doc Record Date : 11/22/2013  
 Budget FY : 2014  
 Fiscal Year : 2014  
 Fiscal Period : 5  
 Document Fiscal Quarter : 2  
 Event Category : FA  
 Event Type : FA01  
 Document Name :  
 Document Description :  
 Document Total Amount : \$500.00

Final Asset Component Value : \$500.00  
 Final Asset Value : \$500.00  
 Run Time : 12-05-13 12:24:58  
 FA Number : A0000008  
 FA Component Number : 0001  
 Extended Document Description :  
 Header Asset Description : DUMP TRUCK PURCHASE  
 Memo Asset Indicator : No  
 Asset System Number :  
 Asset System Description :

FN Doc Code :  
 FN Doc Dept :  
 FN Doc ID :

### Responsibility Center

Custodian : PAULB  
 Fund : 2531  
 Sub Fund : 0000  
 Government Branch : EXEC  
 Cabinet : ADMIN  
 Department : 0231  
 Division : WWWWW  
 Group : XXXXX  
 Section : YYYYY  
 District : ZZZZZ  
 Bureau : 9999  
 Unit : 4320  
 Sub Unit :

Appr Unit :  
 Object :  
 Sub Object :  
 Revenue :  
 Sub Revenue :  
 Dept Object :  
 Dept Revenue :  
 Activity :  
 Sub Activity :  
 Function :  
 Sub Function :  
 Reporting :  
 Sub Reporting :

Task :  
 Sub Task :  
 Task Order :  
 Major Program :  
 Program :  
 Phase :  
 Program Period :

### Component Information

Location : GAR  
 Sub Location :  
 Complex / Building :  
 Document Component Total : \$500.00  
 Commodity Code : 25100000  
 Component Extended Description :  
 Shell Generation Date : 11/22/2013  
 Asset Impairment :  
 Surface Area :  
 Statistical Units :  
 Statistical UOM :  
 Last Inventory Date : 10/31/2013

Condition Code : 1  
 Plat Number :  
 Tag Number :  
 Description 1 :  
 Description 2 :  
 Description 3 :  
 Description 4 :  
 Description 5 :  
 Quantity / Units : 1.00000  
 Unit of Measure : EA

### Acquisition Details

Asset Acquisition Date : 10/31/2013  
 Composite Acquisition Date : 10/31/2013  
 Acquisition Method : VPUR  
 Replacement Date :  
 Purchasing Authority :  
 Vendor Customer Code : 0000000024  
 Vendor Name : HAMRICK, STEPHEN L

### Asset Classification

FA Classification Indicator : Normal  
 FA Type : E  
 Fixed Asset Group Category :  
 Fixed Asset Group Class :  
 FA Group : 100  
 FA Catalog : 02  
 Base Asset Flag : Yes

Composite Indicator : Yes  
 BSA : 1840  
 Sub BSA :  
 OBSA : 1801  
 Sub OBSA :  
 Accumulated Depreciation BSA : 1845  
 Accumulated Depreciation SBSA :

### Cost, Valuation and Depreciation

Closing Costs : 0.00  
 Salvage Value : 0.00  
 Last Valuation Date :  
 Valuation Amount :  
 Useful Life : 3  
 Asset In Service Date :  
 Composite In Service Date :

Depreciation Method : Straight Line  
 Depreciation Structure Indicator : Funding Line  
 Depreciation Amount :  
 Accumulated Depreciation : 0.00  
 Last Depreciation End Date :  
 Depreciation End Date :  
 Estimated Amount :  
 Actual Amount :

### Disposition Details

Disposition Date :  
 Disposition Method :  
 Disposed Units :  
 Disposition Authority :  
 Memo Disposal Value : \$0.00  
 Selling Price : \$0.00  
 New Selling Price : \$0.00  
 Gain Loss Amount : \$0.00  
 Gain Loss Account Type :  
 New Statistical Units :

### Document Information

Doc Code : FA  
 Doc Dept : 0501  
 Doc ID : SHEL0000000001  
 Doc Commodity : 12623

Warranty  
 Repair & Maintenance

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[FA History](#) [Fixed Asset Disposition Entry](#)

## Fixed Asset Accounting Journal (JFAAJ)

The Fixed Asset Accounting journal (JFAAJ) table serves to give users a view into the journal lines from processing Fixed Asset documents. It is a source of data that can be utilized for many reports and processes, in the Fixed Asset area of the application. Its input source is the accounting and posting lines of Fixed Asset documents, meaning that the journal lists the associated debits and credits for each Accounting Line. Additionally, if a disbursement document is processed for the Fixed Asset's associated payment, then the disbursement document information is listed in this journal.

Run Tm	Document ID	FA Number	Component	Accounting Line	Posting Line	Dr/Cr	Pstng Am
✓ 12/05/2013	FA 0501 SHEL0000000001	A0000008	0001	1	2	D	\$500.00
12/05/2013	FA 0501 SHEL0000000001	A0000008	0001	1	2	C	(\$500.00)

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**General Accounting**

Doc Record Date: 11/22/2013

Fiscal Period: 5  Ln Func: Non-Standard

Fiscal Year: 2014  Pstng Am: \$500.00

Budget FY: 2014  Dr/Cr: D

Fiscal Quarter: 2  Incr/Dcrs: 1

Event Type: FA01  FA Number: A0000008

Event Category: FA  Component: 0001

Pstng Prln: A  Accounting Line: 1

Posting Code: F002  Posting Line: 2

Run Tm: 12/05/2013

**Fund Accounting**

Fund: 2531  BSA Type: Asset

Sub Fund: 0000  Object: 3200

BSA: 1840  Sub Object: 0000

Sub BSA:  Revenue:

Sub Revenue:

**Organizational**

Government Branch: EXEC  Section: YYYY

Cabinet: ADMN  District: ZZZZ

Department: 0231  Bureau: 9999

Division: WWWW  Unit: 4320

Group: XXXX  Sub Unit:

**Cost Accounting**

**Other Chart of Accounts**

**COA Rollups**

**Document and Disbursement Information**

Doc Category: FA  Doc Commodity Line: 1

Doc Type: FA  Last User ID: kziemer

Doc CD: FA  Disbursement Doc Code: AD

Doc Dept: 0501  Disbursement Doc Dept Code: 0501

Doc ID: SHEL0000000001  Disbursement Doc ID: 120513SISHELL

Doc Unit: 0501  Disbursement Vendor Line No: 1

Doc Vers: 1  Disbursement Accounting Line No: 1

Doc Function: 1  Ref Posting Line:

Doc Accounting: 12624  Ref Type: Memo

Doc Posting Number: 12765

**Miscellaneous**

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[FA History](#)

### Fixed Asset History (FAHIST) Table

The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query. FAHIST records all documents that have been processed for the asset number, and provides a history of all the accounting and non-accounting transactions for each individual Fixed Asset record. When an asset is cancelled, the corresponding Fixed Asset number is removed from the Fixed Asset Registry tables; although, it remains on the FAHIST table.

A paper clip icon is displayed in the FAHIST grid for the associated Fixed Asset record, indicating attachments are included. The State records and maintains detailed property information related to the acquisition of Fixed Assets such as Special Provisions, Warranties, Maintenance Agreements, and Insurance Information (including Insurable value, Insurance Company Address, Policy Number, Policy Period (term), Type of Coverage, Coverage Limits, and Premiums). The State also records additional information related to the disposition of Fixed Assets, such as Police reports. Therefore, to access the attachment, click the Document ID hyperlink to transition to the document and review the attachment from the document's Component line.


**Fixed Asset History**

**Component Summary**

FA Number	FA Component Number	Document ID	Document Component Total
✓ A0000008	0001	<a href="#">FA 0001 SHEL0000000001</a>	\$500.00

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**Component Details**

[Search](#) 

**Journal Record Identification**

FA Number : A0000008 Doc Record Date : 11/22/2013 FI Doc Code :  
 FA Component Number : 0001 Run Time : 12:45:13 12/24/58 FI Doc Dept :  
 Doc Code : FA Fiscal Period : 5 FI Doc ID :  
 Doc Dept : 0501 Last User ID : k2amer  
 Doc ID : SHEL0000000001 Asset System Number :  
 Event Type : FA01 Asset System Description :

**Responsibility Center**

Custodian : PAULB Appr Unit : Task :  
 Fund : 2531 Object : Sub Task :  
 Sub Fund : 0000 Sub Object : Task Order :  
 Government Branch : EXEC Revenue : Major Program :  
 Cabinet : ADM Sub Revenue : Phase :  
 Department : 0231 Dept Object : Program Period :  
 Division : WWWW Dept Revenue : Location :  
 Group : XXXX Activity : Sub Location :  
 Section : YYYY Sub Activity :  
 District : ZZZZ Function :  
 Bureau : 9999 Sub Function :  
 Unit : 4320 Reporting :  
 Sub Unit : Sub Reporting :

**Location**

Location : GAR  
 Sub Location :  
 Complex / Building :

**Classification Information**

Header Asset Description : DUMP TRUCK PURCHASE Fixed Asset Group Category :  
 Fixed Asset Group Class :  
 FA Group : 100  
 FA Catalog : 02  
 Composite Indicator : Yes  
 FA Classification Indicator : Normal  
 FA Type : E

**Component Details**

Commodity Code : 25100000 Statistical Units : Description 3 :  
 Quantity / Units : 1.00000 Statistical UOM : Description 4 :  
 Unit of Measure : EA Plat Number : Description 5 :  
 Base Asset Flag : Yes Tag Number : Acquisition Method : LPUK  
 Component Extended Description : Description 1 : Purchasing Authority :  
 Description 2 : Closing Costs : 0.00  
 Surface Area : Vendor Customer Code : 0000000024  
 Asset Impairment : Vendor Name : HAMBRICK, STEPHEN L

**Specifications**

**Cost, Valuation and Depreciation**

Depreciation Structure Indicator : Funding Line Asset Acquisition Date : 10/31/2013 Document Component Total : \$500.00  
 Depreciation Method : Straight Line Composite In Service Date : Document Total Amount : \$500.00  
 Salvage Value : \$0.00 Asset In Service Date : Last Valuation Date :  
 Useful Life : 3 Depreciation Amount : Valuation Amount :  
 Composite Acquisition Date : 10/31/2013 Final Asset Value : \$500.00 Replacement Date :  
 Final Asset Component Value : \$500.00

**Disposition Information**

Disposition Date : Disposition Authority :  
 Disposition Method : New Selling Price : \$0.00  
 Disposed Units : Gain Loss Amount : \$0.00  
 Selling Price : \$0.00 Gain Loss Account Type :  
 Memo Disposal Value : \$0.00 Shell Generation Date : 11/22/2013  
 New Statistical Units :

**Balance Sheet Codification**

BSA : 1840 Sub OBSA :  
 Sub BSA : Accumulated Depreciation BSA : 1845  
 OBSA : 1801 Accumulated Depreciation SBSA :

**Warranty**

**Repair & Maintenance**

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**ACTIVITY 2.4****Navigate to the Fixed Asset Registry****Scenario**

You want to locate a specific Fixed Asset record on the Fixed Asset Registry Header, Fixed Asset Registry Component, and Fixed Asset Registry Accounting tables. Use the Jump to field to navigate to the Fixed Asset Registry tables.

**Setup**

- ✓ User is logged into the AFIS Home Page.

**Steps**

- A. Use the Jump to field to locate the FARHDR table.
  1. On the Primary Navigation Panel, in the **Jump to** field, enter **FARHDR**.
  2. Click **Go**. This will bring up the FARHDR query as well as a Search popup window that allows users to narrow down the results that are displayed. Records can be searched by Fixed Asset Number, Department, Unit, Acquisition Date, etc.

Fixed Asset Number :

Acquisition Date :

Summary Asset Value :

Last Depreciation Date :

Asset Description :

Asset System Number :

Asset System Description :

Department :

FN Doc Code :

Unit :

FN Doc Dept :

Activity :

FN Doc ID :

Asset Type :

Asset Status :

Asset Group :

Ok Clear Cancel

- B. Within the Fixed Asset Registry Header (FARHDR) locate a fixed asset entry.
  1. In the **Fixed Asset Number** field, enter the Fixed Asset Number, on *your student data card*.

2. Click **Ok** to display the results of the search along with the details of the first result. The Fixed Asset Registry Header (FARHDR) contains the fixed asset number for a fixed asset transaction, as well as summary information and accounting data for the fixed asset.

Fixed Asset Registry Header

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Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 101 - 1.2	TRANSPORTATION BUS - PRISONER VEHICLE	101	0101	\$250,000.00

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▼ General Information

Fixed Asset Number : STU 101 - 1.2	Summary Closing Costs : \$0.00	Asset Status : <input type="text" value="1"/>
Summary Asset Value : \$250,000.00	Summary Salvage Value : \$25,000.00	Active
Summary Accumulated Depreciation : \$0.00	Summary Selling Price : \$0.00	
Summary Net Book Value : \$250,000.00	Historic Asset Cost : \$250,000.00	
Summary Valuation Amount : \$0.00	Asset System Number : <input type="text"/>	
Asset Description : TRANSPORTATION BUS - PRISONER VEHICLE	Asset System Description : <input type="text"/>	

- C. Open the remaining sections on FARHDR and view what information was or was not populated.
  1. Click the **Expand All** downward facing arrow.
  2. View the different sections and fields.

Fixed Asset Registry Header

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Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 101 - 1.2	TRANSPORTATION BUS - PRISONER VEHICLE	101	0101	\$250,000.00

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▶ General Information

▼ Responsibility Center

Custodian : <input type="text"/>	Appr Unit : <input type="text" value="1010000"/>	Task : <input type="text"/>
Fund : <input type="text" value="9001"/>	Object : <input type="text"/>	Sub Task : <input type="text"/>
Sub Fund : <input type="text"/>	Sub Object : <input type="text"/>	Task Order : <input type="text"/>
Government Branch : <input type="text" value="02"/>	Revenue : <input type="text"/>	Major Program : <input type="text"/>
Cabinet : <input type="text" value="01"/>	Sub Revenue : <input type="text"/>	Program : <input type="text"/>
Department : <input type="text" value="101"/>	Dept Object : <input type="text"/>	Phase : <input type="text"/>
Division : <input type="text" value="101"/>	Dept Revenue : <input type="text"/>	Program Period : <input type="text"/>
Group : <input type="text"/>	Activity : <input type="text"/>	Location : <input type="text"/>
Section : <input type="text"/>	Sub Activity : <input type="text"/>	Sub Location : <input type="text"/>
District : <input type="text"/>	Function : <input type="text"/>	Assignee Employee Number : <input type="text"/>
Bureau : <input type="text"/>	Sub Function : <input type="text"/>	Assignee Employee Name : <input type="text"/>
Unit : <input type="text" value="0101"/>	Reporting : <input type="text"/>	Use Code : <input type="text"/>
Sub Unit : <input type="text"/>	Sub Reporting : <input type="text"/>	Driver's License Number : <input type="text"/>

▼ Asset Classification

Memo Asset Indicator : <input type="checkbox"/>	Composite Indicator : <input type="checkbox"/>
Asset Type : <input type="text"/>	Asset Group Class : <input type="text"/>



D. Use the link to navigate to the Fixed Asset Registry Component (FARCOMP).

1. At the bottom of the page, click the **Fixed Asset Registry Component** link. Component level information for the Fixed Asset number will display.
2. Click the **Expand All** downward facing arrow.
3. View the different sections and fields.

**Fixed Asset Registry Component**

Fixed Asset Number	Component Number	Component Value	Commodity Code
STU 101 - 1.2	1	\$250,000.00	07117

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**General Information**

Fixed Asset Number : STU 101 - 1.2 Component Value : \$250,000.00  
 Component Number : 1 Component Accumulated Depreciation : \$0.00  
 Asset Status : 1 Component Net Book Value : \$250,000.00  
 Active Historic Asset Cost : \$250,000.00  
 Asset System Number :  
 Asset System Description :

**Asset Classification & Location**

Classification Indicator : Adjustment Location : 101A  
 Asset Type : ☒ Vehicles Loc A Dept 101  
 Asset Catalog : 1556-70 Sub Location :  
 Asset Group : 1556 Complex / Building :  
 Asset Group Class : TRANSIT BUS  
 Asset Group Category : 14

E. Use the link to navigate to the Fixed Asset Registry Accounting (FARACTG).

1. At the bottom of the page, click the **Fixed Asset Registry Accounting** link. Accounting level information for the Fixed Asset number will display.
2. Click the **Expand All** downward facing arrow.
3. View the different sections and fields.

**Fixed Asset Registry Accounting**

Fixed Asset Number	Component Number	Accounting Line Amount
STU 101 - 1.2	1	\$250,000.00

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**General Information**

Fixed Asset Number : STU 101 - 1.2 Accumulated Depreciation : \$0.00  
 Component Number : 1 Net Book Value : \$250,000.00  
 Accounting Line Amount : \$250,000.00 Selling Price : \$0.00  
 Historic Asset Cost : \$250,000.00

**Fund Accounting**

Funding AFY : 2015 Object :  
 Funding BFY : 2015 Sub Object :  
 Fund : 9001 Revenue :  
 Sub Fund : Sub Revenue :  
 Department : 101 Dept Object :  
 Unit : 0101 Dept Revenue :  
 Sub Unit : General Capital Assets(GCA) Fund : ☒  
 Appr Unit : 1010000 Responsibility Center Posting : ☒

4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## Additional Fixed Asset Tables

Some of the Fixed Asset reference tables used for the setup of Fixed Asset document processing in AFIS are listed below. Users must have proper security authorization to update these tables.

- **Commodity table** – Provides a list of commodity codes and whether the commodity code is flagged as a fixed asset. If the commodity code is flagged as a fixed asset, then the default fixed asset type code is entered on this page.
- **Commodity Fixed Asset Threshold (COMMFA)** - Maintains the threshold (minimum amount) for purchases to be considered a Fixed Asset for a specific Commodity code. Therefore, individual purchases less than the threshold amount would not be generate a Fixed Asset Shell (FAS) document. Individual purchases equal to or greater than the threshold amount are considered a Fixed Asset for shell generation purposes. Refer to the Fixed Asset Setup and Thresholds topic for more information.
- **Custodian (CUSD) table** -Validates who has custody of the asset. The Custodian field is limited to 10 characters, but additional fields are available to enter Custodian Name and other contact information.
- **Fixed Asset Capitalization Criteria (FACC)** - Defines the minimum capitalization criteria for Fixed Asset types. The table is used in the evaluation of the Fixed Asset Acquisition/Betterment (FA/FAS) document. Refer to the Fixed Asset Setup and Thresholds topic for more information.
- **Fixed Asset Catalog (FACLG)** – User defined catalogs that will infer the fixed asset type, fixed asset group, useful life, and depreciation method.
- **Fixed Asset Disposition Method (FADM)** – This table contains acquisition codes to reflect ownership, acquisition, and disposition methods.
- **Fixed Asset Group (FAGRP)** - Describes Fixed Assets at a more detailed level than asset Fixed Asset Type.
- **Fixed Asset Group Category (FAGCT)** - Used for reporting purposes only. Fixed Asset Group categories are collections of related Fixed Asset group codes.
- **Fixed Asset Type (FATP)** – Established are specific balance sheet accounts and options to be associated with each asset type. The FATP table is where asset types are defined as being depreciable or not.
- **Location (LOC)** - A user can define location codes and associated address information related to the location.
- **Sub Location (SLOC)** - Allows a user to define the valid sub-location categories for locations in your system. The sub location is a rollup level for the location. This element is used for reporting purposes and is optional in the system.

## Lesson Summary

---

In this lesson, you:

- Identified the Fixed Asset lifecycle
- Listed Fixed Asset documents and Event Types
- Differentiated between manual Fixed Asset documents and Fixed Asset Shells
- Listed how Fixed Asset tables and inquiries are updated
- Navigated Fixed Asset table and inquiries

## Check Your Progress

---

1. Specific criteria, including the Commodity Code and amount of the purchase, determine when a purchase will generate a Fixed Asset Shell (FAS) Document in AFIS.
  - a. True
  - b. False
2. If an asset has been acquired through the purchasing process and a Fixed Asset Shell has been created after the Shell Generation Process, what document code would appear in the document catalog?
  - a. FA
  - b. FAS
  - c. FE
  - d. FM
3. The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query.
  - a. True
  - b. False

## 3. The Fixed Asset Setup and Creation

---

### Learning Objectives

---

In this lesson, you will:

- Identify how a Fixed Asset Acquisition document is created
- Differentiate between the Fixed Asset Setup and Threshold tables
- List the Shell Generation Process
- Search for a Fixed Asset Shell (FAS)

### Lesson Overview

---

As mentioned in the previous lesson, the Fixed Asset document can be created manually or automatically from the Shell Generation process.

An FA can be created through one of the methods listed below.

- **Automatically** - Via the Shell Generation process.
- **Document Catalog** – Manually by accessing the Document Catalog, in Create mode. All data entry is performed by the user.
- **Jump to** – User enters the code FA, and clicks Go. The user will be redirected to the Document Catalog with FA populated in the Code field.
- **Document Catalog from a source document** – By copying from a previously established FA document.

Please refer to the Getting Started with AFIS training guide for more information about these document creation methods.

This lesson will discuss the Fixed Asset setup (which determines Fixed Asset Shell Generation) and Shell generation process.

### 3.1. Fixed Asset Setup and Thresholds

---

The following criteria must exist in order to create a Fixed Asset Shell (FAS).

- Commodity code is flagged as a Fixed Asset on the Commodity (COMM) table
- Commodity code is setup on the Commodity FA Threshold (COMMFA) table with a dollar threshold
- Commodity Line Type is Item and not Service. The quantity determines the number of Shells.
- Shell Indicator on the payment document Commodity line is set to Multiple (default) Shell(s)

- Payment document line amount is greater than the dollar amount specified on the Commodity FA Threshold for the Commodity code used.
- Payment document has been disbursed

The Commodity FA Threshold (COMMFA) is used to determine whether a shell is generated from a purchase. The Fixed Asset Capitalization Criteria (FACC) table is used to manage thresholds that determine whether an Acquisition is a Capital (non-Memo) asset or a Memo asset.

Based on planned ProcureAZ integration, certain costs that are associated with an Item (e.g., freight) will be integrated to AFIS as a special service Commodity. This additional cost will not be part of the generated FAS document. Users need to check for additional costs not included on the FAS document that need to be manually added as an update to the value of the asset capitalized.

## COMM Table

The COMM table is used to flag commodities that are considered Fixed Assets, as well as default the Fixed Asset Type field on the payment document. In order for an FA Shell to be generated, a Commodity that is flagged as a Fixed Asset must be selected on the purchase order and payment documents.

Follow one of the below methods to access the Commodity (COMM) table.

- In the Jump to field - enter COMM, and click Go
- From Page Search - in the Page Code field, enter COMM. Click Browse.

Users with proper security authorization can establish a Commodity code as Active and as a Fixed Asset on the COMM table.

Commodity			
Commodity	Name	Active	Tax Profile
✓ 20453	Microcomputers, Desktop or Tower based	Yes	

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Save Undo Delete Insert Copy Paste Search

▼ General Information

\*Commodity : 20453      Active : ☒

\*Class : 204      Structured Commodity : ☐

Item : 53      Match Indicator : None

Group :      Tax Profile :

Detail :      Keyword Search : Microcomputers, Desktop or Tower based

Category :

\*Name : Microcomputers, Desktop      NAICS :

▼ General Options

Inventory : ☐      Freight : ☐      Contract Withholding Exempt : ☐      Fixed Asset : ☒

Master Agreement : ☐      Surplus : ☐      Fixed Asset Type :

Buysense : ☐      Class Item in Grouping : ☐      Mandatory Source : ☐

External Service : ☐

► Specifications/Instructions

► Assignments

## COMMFA Table

Once the Commodity code is established on the COMM table, the Commodity's dollar threshold is established on the Commodity FA Threshold (COMMFA) table. This page maintains the threshold (minimum amount) for purchases to be generate a Fixed Asset Shell (FAS) document. Individual purchases, defined at the Commodity Line's Unit Price field, under the threshold amount would not generate a Fixed Asset Shell (FAS) Document. Individual purchases greater than or equal to the threshold amount will generate a Shell For example, if the threshold is set at \$5,000, yet three assets are purchased at a Unit Price of \$2,000, the threshold would not be met, even though the Total Commodity Line value is greater than \$5,000. Commodity dollar thresholds are set up by Commodity code, with the option to specify by Department and Object code, on the COMMFA table. A Department of ALL indicates that the dollar threshold is applicable to all State Departments.

To transition from the COMM table to the COMMFA table, click the Commodity Fixed Asset Threshold link, located on the bottom of the COMM table. Users may also navigate directly to the COMMFA table using the Jump to or Page Search fields, and search for a Commodity code on COMMFA. Please refer to the step-by-step instructions given for the COMM table above, using COMMFA instead of COMM.

To transition back from the COMMFA table to the COMM table, click Commodity at the bottom left of the COMMFA table.

**Note:** If the minimum dollar value is not set for the Commodity on the COMMFA table, but the Commodity is flagged as a Fixed Asset on the COMM table, an FA Shell will be generated for all dollar values.

Commodity FA Threshold

Commodity	Department	Department Name	Threshold
✓ 20453	ALL		\$250.00

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[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

\*Commodity: 20453

\*Department: ALL

Department Name:

\*Threshold: \$250.00

COMMFAOBJ counter: 0

Object	Threshold
--------	-----------

[Delete](#)
[Insert](#)
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[Commodity](#)

## FACC Table


The Fixed Asset Capitalization Criteria (FACC) page defines the minimum criteria for the capitalization of a Fixed Asset Type. Once the FA or FAS are created, the system checks this table to verify whether the Fixed Asset should be capitalized or not. Memo assets are not capitalized. If the minimum criteria is not met, but the recording of the Fixed Asset is desired, then the Fixed Asset must be classified as a memo asset.


Use either the Page Code or Jump to fields to access the FACC table.

Fixed Asset Capitalization Criteria				
	Fixed Asset Type	Department	Minimum Dollar Threshold	Minimum Useful Life
	A	ALL	\$5,000.00	0
	B	ALL	\$0.00	15
	C	ALL	\$0.00	0
	D	ALL	\$0.00	0
	E	ALL	\$5,000.00	5
	F	ALL	\$5,000.00	5
	H	ALL	\$5,000.00	1
✓	I	ALL	\$5,000.00	5
	K	ALL	\$0.00	40
	L	ALL	\$0.00	0

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Fixed Asset Type :  

Department :  

Minimum Dollar Threshold :

Minimum Useful Life :

### ACTIVITY 3.1

#### View the Fixed Asset Setup and Threshold for a Specific Commodity

##### Scenario

You want to see the fixed asset setup for the Prisoner Transport Bus commodity code. Navigate to the Commodity (COMM) table and then confirm the threshold for Prisoner Transport Bus on the Fixed Asset Commodity (COMMFA) table. You remember that Prisoner Transport Bus is part of the V (Vehicle) Fixed Asset Type. Navigate to the FACC table to view the criteria for Fixed Asset Type V (Vehicle).

##### Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

A. Use the Jump to function to open the COMM table.

1. In the **Jump to** field, enter **COMM**.
2. Click **Go**.

Commodity	Name	Active	Tax Profile
✓ 005	Abrasives	Yes	
00505	Abrasive Equipment and Tools	Yes	
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	Yes	
00521	Abrasives, Sandblasting, Metal	Yes	
00528	Abrasives, Sandblasting (Other than Metal)	Yes	

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ General Information

\*Commodity : 005 Active : ☒

\*Class : 005 Structured Commodity : ☐

Item : Match Indicator : None

Group : Tax Profile :

Detail : Keyword Search : Abrasives

Category : NAICS :

\*Name : Abrasives

B. Search for the commodity code.

1. Click **Search**. A window is displayed.
2. In the Commodity field, enter your student data card information.
3. Click **OK**, or press the Enter key on your keyboard.

Commodity : 07117 Group :

Class : Detail :

Item : Name :

Ok Clear Cancel

Internet | Protected Mode: Off 100%

C. Verify the Active check box in the General Information section is checked.

1. Click **General Options**. The section expands.
2. Verify the Fixed Asset field is checked.



- Verify the Fixed Asset Type field is populated. Note it is set to V (Vehicle), as this is important in a later step.

**General Options**

Inventory : ☐ Freight : ☐ Contract Withholding Exempt : ☐ Fixed Asset : ☒  
 Master Agreement : ☐ Surplus : ☐ Fixed Asset Type : V   
 Buysense : ☐ Class Item in Grouping : ☐ Mandatory Source : ☐  
 External Service : ☐

- Click **Commodity Fixed Asset Threshold** at the bottom of the page.

[Commodity Object](#) [Commodity Fixed Asset Threshold](#) [Mandatory Source Master Agreement Lines](#)

- View the commodity code setup on the COMMFA table.

- Verify the Threshold is set to \$1,000, to support the State's policy.

**Commodity FA Threshold**

Commodity	Department	Department Name	Threshold
✓ 07117	ALL		\$1,000.00

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

\*Commodity : 07117   
 \*Department : ALL   
 Department Name :   
 \*Threshold : \$1,000.00  
 COMMFAOBJ counter : 0

Object	Threshold
--------	-----------

[Delete](#) [Insert](#) [Copy](#) [Paste](#) First Prev Next Last

[Commodity](#)

- Use the Jump to function to open the FACC table.



- In the **Jump to** field, enter **FACC**.
- Click **Go**.

Jump to: FACC [Go](#)

- Review the capitalization criteria for Fixed Asset Type V.

- Click **Next** below the grid.

2. Click the record in the grid for Fixed Asset Type V.
3. Note the **Minimum Dollar Threshold** is set to \$1,000.
4. Note the **Minimum Useful Life** is set to 5.

Fixed Asset Capitalization Criteria				
	Fixed Asset Type	Department	Minimum Dollar Threshold	Minimum Useful Life
	M	ALL	\$5,000.00	0
	N	ALL	\$5,000.00	35
	O	ALL	\$5,000.00	1
	P	ALL	\$0.00	15
	Q	ALL	\$100,000.00	1
	R	ALL	\$100,000.00	1
	S	ALL	\$1,000,000.00	5
	T	ALL	\$5,000.00	5
✓	V	ALL	\$1,000.00	5
	W	ALL	\$5,000.00	50
<a href="#">First</a> <a href="#">Prev</a> <a href="#">Next</a> <a href="#">Last</a>				
<a href="#">Save</a> <a href="#">Undo</a> <a href="#">Delete</a> <a href="#">Insert</a> <a href="#">Copy</a> <a href="#">Paste</a> <a href="#">Search</a>				
Fixed Asset Type : <input type="text" value="V"/> 				
Department : <input type="text" value="ALL"/> 				
Minimum Dollar Threshold : <input type="text" value="\$1,000.00"/>				
Minimum Useful Life : <input type="text" value="5"/>				

5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 3.2. Fixed Asset Shell Generation Process

The system generates a Fixed Asset Shell (FAS) document in AFIS for those agencies purchasing and processing payments through ProcureAZ. It is referred to as a Shell document because it does not include all required fields, and requires additional user processing before considered complete. The system's Fixed Asset Shell Generation offline process creates Fixed Asset (FAS) Shell documents, based on updates to the Fixed Asset Payment Request (FAPR) table, that result from accepted and fully disbursed Payment Request (PRCPZ1) documents.

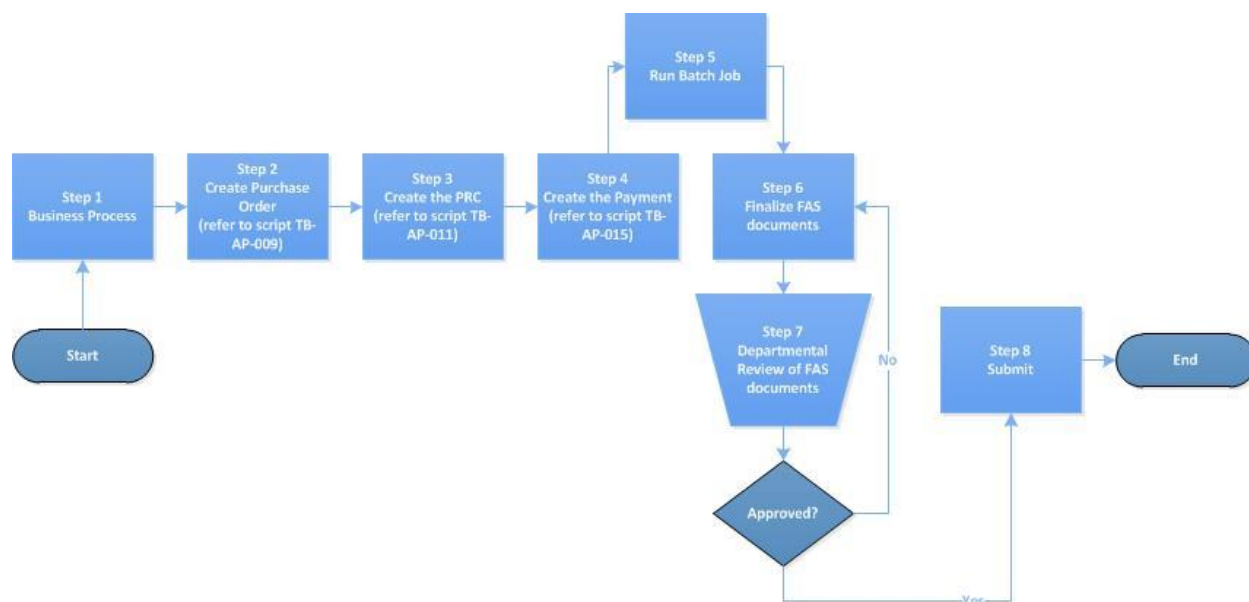
To understand how the FA Shell Generation process is triggered, the payment document's Fixed Asset fields that trigger this process are first reviewed. After the payment document is finalized, it can be looked up on the FAPR table.

## State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-001.3 and represented by Figure 2 below.

1. The Department secures the Asset (capital and/or trackable/portable) following established State of Arizona best practices. The assets will be recorded using an asset Shell.
2. Refer to script AP-TB-009 on how to create a purchase order (POPZ1).
3. Refer to script AP-TB-011 on how to create a payment request Commodity based (PRCPZ1) document.
4. ACH Department refer to scripts AP-TB-015 or AP-TB-016 on how to create a manual (MD) or automated disbursement (AD).
5. The General Accounting Office (GAO) will run the mass Shell generation job nightly.
6. The Department user will finalize the Fixed Asset Shell (FAS) document.
7. The Department approver reviews the finalized FAS document.
8. The FAS documents become Final. The Fixed Asset Registry Header, Fixed Asset Registry Component, Fixed Asset History, and Fixed Asset Accounting Journal are updated.

**Figure 2: Shell Generation Process (AM-TB-001.3)**



## Payment Request Commodity Line

A Payment Request (PRCPZ1) document creates Shells based on the Commodity code. The payment can reference a Commodity-based purchase order (POPZ1) document.

The General Information tab on the Payment Commodity line contains the Commodity code being used. As stated in the above section, the Commodity code should be flagged as a Fixed Asset on the COMM table.

Multiple Shell is set up as the default on the System Options (SOPT) table; therefore, AFIS creates one Shell, thereby one FAS document, per the quantity entered on the payment document. For example, if a user purchases three computers and a quantity of three is entered on the payment document, AFIS generates three Shell/FAS documents.

Payment Request - CommodityBased(PRC) Dept: 101 ID: STU 1 - 3.3 Ver.: 1 Function: New Phase: Final Modified by Training, 10/23/2014

Commodity Total Lines: 2 Commodity Line: 1 CL Description: Cutters and Shredders (Mowers), Heavy Duty, Flat Tow Type Commodity: 60072

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Cutters and Shredders (Mowers), Heavy Duty, Flat Tow Type	60072	1.00000	Item
2	Systems Environmental Monitor for Computer Rooms, Environmen	20385	4.00000	Item

From 1 to 2 Total: 2

Go to line:

List View

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information

Fixed Asset Information Retainage Terms

Shell Indicator: Multiple Shell

Fixed Asset Type: E

Shell Generated Date: 10/23/2014

If the Fixed Asset criterion is met, as stated in the previous lesson, and the payment document is validated and submitted to Final, then the payment needs to be liquidated by a disbursement document. Once a disbursement (AD, EFT, MD) is in a Final phase, then the Shell Generation job is run. Shell documents are created in the form of FAS documents. On the payment document, a user is able to detect that a corresponding Shell was created by a populated Shell Generate Date field, which is on the Fixed Asset Information tab of the Commodity line.

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information

Fixed Asset Information Retainage Terms

Shell Indicator: Multiple Shell

Fixed Asset Type: E

Shell Generated Date: 10/23/2014

Shell Generated Date

For full details on how to create and complete a payment request (PRCPZ1), and on disbursement documents, refer to the Accounts Payable Training Guide.

## Updates to Fixed Asset Payment Request (FAPR)

If a payment document uses a Commodity code that is eligible as a Fixed Asset (by meeting criteria stated in the previous lesson) and is marked with either a Single or Multiple in the Shell Indicator field, then a record is loaded to the Fixed Asset Payment Request (FAPR) table. A user is also able to view the referenced purchase order (POPZ1) of the payment document.

Use either the Page Code or the Jump to fields to access the FAPR table.

Once inside the FAPR table, a search can be performed to find the payment document.

**Fixed Asset Payment Request**

Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	101		STU 1 - 3.3	1	1	10/23/2014
PRC	101		STU 1 - 3.3	1	2	10/23/2014

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[Save](#) [Undo](#) [Copy](#) [Search](#)

**Payment Request Details**

Document : PRC      Commodity : 60072  
 Doc Dept : 101      Quantity/Unit : 1.00000  
 Doc Unit :      Total Disbursed Amount : 7231.00  
 Doc. Id : STU 1 - 3.3      Acquisition Date : 10/23/2014  
 Doc. VL No. : 1      Pending Asset BSA : 0890  
 Doc. CL No. : 1      Pending Asset Sub BSA :  
 Vendor/Customer : VC0000000024  
 Fixed Asset Type : E

**Purchase Order Details**

Document : PO      Doc. VL No. : 1  
 Doc Dept : 101      Doc. CL No. : 1  
 Doc. Id : STU 1 - 3.3

**Shell Generation Details**

Purge Shell Record : ☐      Total Quantity/Unit Acquired : 0.00000  
 Generate Multiple Shell : ☒      Total Quantity Discarded : 0.00000  
 Shell Generated Date : 10/23/2014      Reversed (Unpend) Units : 0.00000  
 Total Capitalized Amount : 0.00      Reversed (Unpend) Amount : 0.00

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## Disbursements


Automated Disbursement (AD, EFT) system generated documents or Manual Disbursement (MD) documents are generated.

Once a disbursement for the payment has been created and is in Final status, the disbursement fields of FAPR are updated.

The Disbursement Details section of FAPR displays the associated disbursement document (AD, EFT, MD) for the PRCPZ1 document. To navigate to the corresponding disbursement document information, click FAPR Accounting Lines from the FAPR table, and then click Disbursement Lines to view the associated disbursement document.

Disbursement Details					
Disb Document	Disb Doc. Dept.	Disb Doc. Id	Disb Doc. VL No.	Disb Doc. AL No.	Disb Doc. PL No.
✓ MD	101	STU 1 - 3.3	1	1	3

First Prev Next Last

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▼ **Payment Request Details**

PR Document :  PR Doc. VL No. :   
 PR Doc. Dept. :  PR Doc. CL No. :   
 PR Doc. Id :  PR Doc. AL No. :

▼ **Disbursement Details**

Disb Document :  Line Amount :   
 Disb Doc. Dept. :  Fiscal Year :   
 Disb Doc. Id :  Budget FY :   
 Disb Doc. VL No. :  Debt ID :   
 Disb Doc. AL No. :   
 Disb Doc. PL No. :

► **COA Elements Fund Accounting**

► **COA Elements Detail Accounting**

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[FAPR Accounting Lines](#) [FAPR Commodity Lines](#)

Refer to the Accounts Payable training guide for more information on disbursements.

## Fixed Asset Shell Generation Job

After the disbursement has been finalized, it will be picked up by the Shell Generation job, which is run nightly. This creates the FAS documents, and leaves them in a Draft phase.

### 3.3. Researching a FA Shell Document

There are two ways to locate a draft FAS document.

- Check the Document Catalog to search for the FAS document(s)
- Open the FAPR table and search for the payment document

## Locate an FA Shell (FAS) via Document Catalog

Once a payment Commodity line is fully disbursed, the batch process creates the FA Shell, which is accessible from the Document Catalog. All created Shells are associated with one Department, which is the Department used when the payment was created, and when identifying the document on the Document Catalog.

The following are the steps to locate the FAS document through the Document Catalog.

1. Click **Search**
2. Click **Document Catalog**
3. In the Code field, enter **FAS**
4. In the Dept field, enter **Dept used when creating the payment**
5. In the ID field, **enter the document ID or the document prefix followed by the wildcard of ‘\*’, for example SHEL\***
6. From the Phase drop-down list, select **Draft**
7. Click **Browse**
8. Click the **FAS document link** under the document ID column. Once the FAS has been located, proceed to Section 4.4, Complete the FA Shell (FAS) Document topic.

Document Catalog

[Create](#)

Document Identifier

Code : FAS
Unit :
Dept : 101
ID : SHEL\*

User Information

Document State

Function :
Status :
Phase : Draft

[Browse](#)
[Clear](#)

[Open](#)
[Validate](#)
[Submit](#)
[Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	FAS	101		<a href="#">SHEL15000006</a>	No	1	New	Draft	Held	10/23/14	Training	\$7,231.00	Yes
<input type="checkbox"/>	FAS	101		<a href="#">SHEL15000007</a>	No	1	New	Draft	Held	10/23/14	Training	\$5,000.00	Yes
<input type="checkbox"/>	FAS	101		<a href="#">SHEL15000008</a>	No	1	New	Draft	Held	10/23/14	Training	\$5,000.00	Yes
<input type="checkbox"/>	FAS	101		<a href="#">SHEL15000009</a>	No	1	New	Draft	Held	10/23/14	Training	\$5,000.00	Yes
<input type="checkbox"/>	FAS	101		<a href="#">SHEL15000010</a>	No	1	New	Draft	Held	10/23/14	Training	\$5,000.00	Yes
<input type="checkbox"/>	FAS	101		<a href="#">SHEL15000168</a>	No	1	New	Draft	Held	10/24/14	Training	\$26,670.00	Yes
<input type="checkbox"/>	FAS	101		<a href="#">SHEL15000169</a>	No	1	New	Draft	Held	10/24/14	Training	\$26,670.00	Yes

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## Locate an FA Shell via FAPR

Once on the FAPR table, search for the payment document. If there is more than one Commodity line on the payment document, then more than one record will appear on FAPR. Please refer to Section 3.2 instructions to locate a payment, in the Updates to Fixed Asset Payment Request (FAPR) topic.

For each record, there are three areas on FAPR used to indicate that a Shell was generated.

- In the grid, the Shell Generated Date field is populated
- In the Payment Request Details section, the Acquisition Date field is populated
- In the Shells Generated Details section, the Shell Generated Date field is populated

The Shells Generated Details section displays compiled information, described below, specific to the payment document, such as quantity and generation date.

- **Purge Shell Record** – This flag is used to purge a payment record from the FAPR table. Users can select the flag once all the generated Shells for a FAPR record have been completed and accepted or unpend. Once selected, the record will be purged from the table with the next running of the FAPR Purge batch process.
- **Generate Multiple Shell** – This is the default option for the State. The field is greyed out.
- **Total Capitalized Amount** and **Total Quantity Acquired** - These fields are updated when an FA Shell (FAS) document is completed and submitted.
- **Total Quantity Discarded** – This field displays the number of FA Shell documents that have been discarded from the system. This means that a user has discarded the FA document when it is in a Draft phase. Discarding a draft FAS document will not be allowed. The unpend process will be used instead.
- **Reversed (Unpend) Units** - The quantity or units reversed on a successfully processed Fixed Asset Shell (FAS) document using the Unpend (FA14) event type.



- **Reversed (Unpend) Amount** - The dollar amount reversed on a successfully processed Fixed Asset Shell (FAS) document using the Unpend (FA14) event type.

**Fixed Asset Payment Request**

Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	101		STU 1 - 3.3	1	1	10/23/2014
PRC	101		STU 1 - 3.3	1	2	10/23/2014

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[Save](#) [Undo](#) [Copy](#) [Search](#)

**Payment Request Details**

Document : PRC      Commodity : 60072  
 Doc Dept : 101      Quantity/Unit : 1.00000  
 Doc Unit :      Total Disbursed Amount : 7231.00  
 Doc. Id : STU 1 - 3.3      Acquisition Date : 10/23/2014  
 Doc. VL No. : 1      Pending Asset BSA : 0890  
 Doc. CL No. : 1      Pending Asset Sub BSA :  
 Vendor/Customer : VC0000000024  
 Fixed Asset Type : E

**Purchase Order Details**

Document : PO      Doc. VL No. : 1  
 Doc Dept : 101      Doc. CL No. : 1  
 Doc. Id : STU 1 - 3.3

**Shell Generation Details**

Purge Shell Record : ☐      Total Quantity/Unit Acquired : 0.00000  
 Generate Multiple Shell : ☒      Total Quantity Discarded : 0.00000  
 Shell Generated Date : 10/23/2014      Reversed (Unpend) Units : 0.00000  
 Total Capitalized Amount : 0.00      Reversed (Unpend) Amount : 0.00

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[FAPR Accounting Lines](#)   [Generated Shell Details](#)

To view specific information about an FAS document Shell, click Generated Shell Details.

The sections on the Generated Shell page are listed below.

- The **Payment Request Details** section displays the payment document identifier information that created the Shell
- The **Fixed Assets Detail** section displays the generated Shell document identifier information
- The **Generated Shell Detail** section is similar to the FAPR's section that was displayed on the previous page, except that this information is specific to one Shell (FAS document), whereas FAPR provides total amounts summing all Commodity lines on a referenced PRC

Click the FAS document link, under the Generated FAS document column, to view the generated Shell.

**Note:** In the scenario where there is one payment Commodity line with a Quantity of 1, only one FAS document will be created. If the quantity on the payment document is greater than 1, then several FAS documents are generated, as seen on the next page. For example, if the Quantity on the payment is 10, then 10 Shells are generated.

Generated Shell

Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
✓ <a href="#">FAS 101 SHEL15000006 1</a>		1	

First Prev Next Last

[Copy](#)
[Search](#)

Payment Request Details

PR Document : 
PR Doc. VL No. :

PR Doc. Dept. : 
PR Doc. CL No. :

PR Doc. Id :

Fixed Asset Details

FA Document : 
FA No. :

FA Doc. Dept. : 
FA Doc. CL No. :

FA Doc. Id :

Generated Shell Details

Quantity Acquired : 
Capitalized Amount :

Shell Generated Date : 
Reversed (Unpend) Amount :

Shell Discarded Flag : ☐
Quantity Discarded :

Shell Acceptance Date : 
Reversed (Unpend) Quantity :

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[FAPR Commodity Lines](#)

### ACTIVITY 3.3

## View the Fixed Asset Shell and its Referenced Documents on FAPR

### Scenario

You want to see if a Fixed Asset Shell has been created yet for a payment request document. Navigate to the FAPR document and search for the payment request.

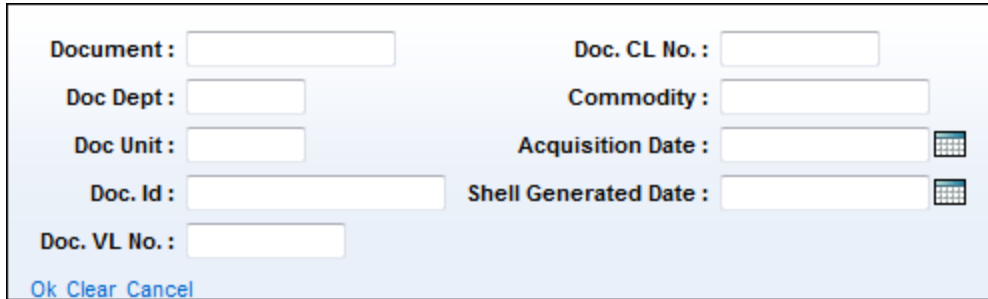
### Setup

- ✓ User is logged into the AFIS Home Page.


## Steps

A. Use the Jump to function to open the FAPR table.

1. In the **Jump to** field, enter **FAPR**.
2. Click **Go**. A Search window displays.



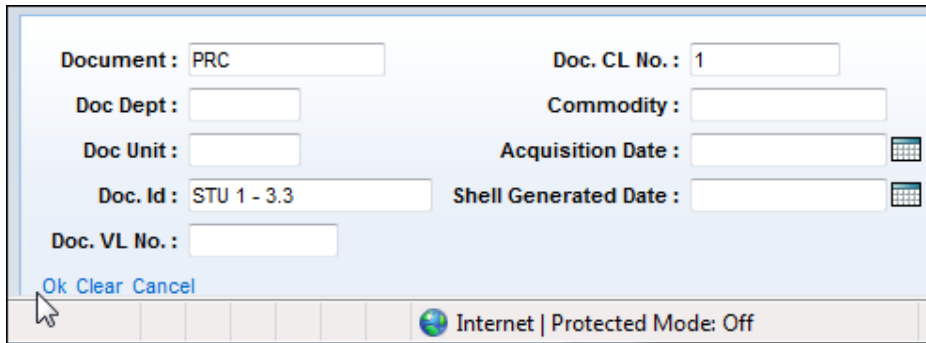
A screenshot of a search window with the following fields and labels:

- Document :
- Doc. CL No. :
- Doc Dept :
- Commodity :
- Doc Unit :
- Acquisition Date :  
- Doc. Id :
- Shell Generated Date :  
- Doc. VL No. :



At the bottom left, there are three buttons: [Ok](#), [Clear](#), and [Cancel](#).

B. Search for your payment document within the table.


1. In the **Document** field, enter **PRC**.
2. In the Doc Dept field, enter your student data card information.
3. In the Doc ID field, enter your student data card information.
4. In the **Doc CL No** field, enter **1**.
5. Click **OK** or press Enter on the keyboard.



A screenshot of the same search window, but with data entered into the fields:

- Document :
- Doc. CL No. :
- Doc Dept :
- Commodity :
- Doc Unit :
- Acquisition Date :  
- Doc. Id :
- Shell Generated Date :  
- Doc. VL No. :

At the bottom left, there are three buttons: [Ok](#), [Clear](#), and [Cancel](#). A mouse cursor is pointing at the [Ok](#) button.

At the bottom of the window, there is a status bar that reads:  Internet | Protected Mode: Off

C. Review the fixed asset shell information.

1. The payment document displays on the FAPR table. Click the downward facing arrow to expand all sections.
2. View the Shell Generated Date.

- Click **FAPR Accounting Lines** to transition to the Accounting section of the FAPR table.

**Fixed Asset Payment Request**

Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	101		STU 1 - 3.3	1	1	10/23/2014

First Prev Next Last

[Save](#) [Undo](#) [Copy](#) [Search](#)

**Payment Request Details**

Document : PRC      Commodity : 60072  
 Doc Dept : 101      Quantity/Unit : 1.00000  
 Doc Unit :      Total Disbursed Amount : 7231.00  
 Doc. Id : STU 1 - 3.3      Acquisition Date : 10/23/2014  
 Doc. VL No. : 1      Pending Asset BSA : 0890  
 Doc. CL No. : 1      Pending Asset Sub BSA :  
 Vendor/Customer : VC0000000024  
 Fixed Asset Type : E

**Purchase Order Details**

Document : PO      Doc. VL No. : 1  
 Doc Dept : 101      Doc. CL No. : 1  
 Doc. Id : STU 1 - 3.3

**Shell Generation Details**

Purge Shell Record : ☐      Total Quantity/Unit Acquired : 0.00000  
 Generate Multiple Shell : ☒      Total Quantity Discarded : 0.00000  
 Shell Generated Date : 10/23/2014      Reversed (Unpend) Units : 0.00000  
 Total Capitalized Amount : 0.00      Reversed (Unpend) Amount : 0.00

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[FAPR Accounting Lines](#) [Generated Shell Details](#)


- Review the referenced encumbrance and payment document information.
  - Click the downward facing arrow to expand all sections.
  - View the reference payment in the Payment Request Details section and purchase order document information in the Purchase Order Details section.

3. Click the **Disbursement Lines** link to transition to the Disbursement Details section of the FAPR table.

**FAPR Accounting Lines**

PR Document	PR Doc. Dept.	PR Doc. Id	PR Doc. VL No.	PR Doc. CL No.	PR Doc. AL No.
✓ PRC	101	STU 1 - 3.3	1	1	1

First Prev Next Last

[Copy](#) [Search](#) 

▼ **Payment Request Details**

PR Document :  PR Doc. VL No. :   
 PR Doc. Dept. :  PR Doc. CL No. :   
 PR Doc. Id :  PR Doc. AL No. :

▼ **Purchase Order Details**

PO Document :  PO Doc. VL No. :   
 PO Doc. Dept. :  PO Doc. CL No. :   
 PO Doc. Id :  PO Doc. AL No. :

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[Disbursement Lines](#) [FAPR Commodity Lines](#)

- E. Review the referenced disbursement information.
  1. Click the downward facing arrow to expand all sections.
  2. View the reference disbursement document information.

- Click **FAPR Commodity Lines** to transition to the Commodity section of the FAPR table.

**Disbursement Details**

Disb Document	Disb Doc. Dept.	Disb Doc. Id	Disb Doc. VL No.	Disb Doc. AL No.	Disb Doc. PL No.
MD	101	STU 1 - 3.3	1	1	3

First Prev Next Last

[Copy](#) [Search](#)

**Payment Request Details**

PR Document : PRC PR Doc. VL No. : 1  
 PR Doc. Dept. : 101 PR Doc. CL No. : 1  
 PR Doc. Id : STU 1 - 3.3 PR Doc. AL No. : 1

**Disbursement Details**

Disb Document : MD Line Amount : 7231.00  
 Disb Doc. Dept. : 101 Fiscal Year : 2015  
 Disb Doc. Id : STU 1 - 3.3 Budget FY : 2015  
 Disb Doc. VL No. : 1 Debt ID :  
 Disb Doc. AL No. : 1  
 Disb Doc. PL No. : 3

**COA Elements Fund Accounting**

Fund : 9001 Object : 8471 OBSA : 1011  
 Sub Fund : Sub Object : Sub OBSA :  
 Department : 101 Revenue : Dept Object :  
 Unit : 0101 Sub Revenue : Dept Revenue :  
 Sub Unit : BSA :  
 Appr Unit : 1010000 Sub BSA :

**COA Elements Detail Accounting**

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[FAPR Accounting Lines](#) [FAPR Commodity Lines](#)

- In the **Document** field, enter **PRC**.
- In the Doc Dept field, enter your student data card information.
- In the Doc ID field, enter your student data card information.
- In the **Doc CL No** field, enter **1**.

Document : PRC Doc. CL No. : 1  
 Doc Dept : 101 Commodity :  
 Doc Unit : Acquisition Date :   
 Doc. Id : STU 1 - 3.3 Shell Generated Date :   
 Doc. VL No. :  
[Ok](#) [Clear](#) [Cancel](#)

## 8. Click Generated Shell Details.

**Fixed Asset Payment Request**

Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	101		STU 1 - 3.3	1	1	10/23/2014

First Prev Next Last

[Save](#) [Undo](#) [Copy](#) [Search](#)

▼ **Payment Request Details**

Document : PRC      Commodity : 60072  
 Doc Dept : 101      Quantity/Unit : 1.00000  
 Doc Unit :      Total Disbursed Amount : 7231.00  
 Doc. Id : STU 1 - 3.3      Acquisition Date : 10/23/2014  
 Doc. VL No. : 1      Pending Asset BSA : 0890  
 Doc. CL No. : 1      Pending Asset Sub BSA :  
 Vendor/Customer : VC0000000024  
 Fixed Asset Type : E

► [Purchase Order Details](#)

► [Shell Generation Details](#)

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[FAPR Accounting Lines](#) [Generated Shell Details](#)

## 9. An FA shell (FAS) is displayed in the grid in the Generated FA Document column.

10. Click **Generated Shell Details** to review the generated shell information.

**Generated Shell**

Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
✓ FAS 101 SHEL15000006 1		1	

First Prev Next Last

[Copy](#) [Search](#)

► [Payment Request Details](#)

► [Fixed Asset Details](#)

▼ **Generated Shell Details**

Quantity Acquired :      Capitalized Amount :  
 Shell Generated Date : 10/23/2014      Reversed (Unpend) Amount :  
 Shell Discarded Flag : ☐      Quantity Discarded :  
 Shell Acceptance Date :      Reversed (Unpend) Quantity :

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[FAPR Commodity Lines](#)

11. Click **Home** in the Primary Navigation Panel to return to the Home Page

## Lesson Summary

---

In this lesson, you:

- Identified Fixed Asset setup and thresholds
- Listed the Shell Generation Process
- Differentiated between the Fixed Asset Setup and Thresholds tables
- Searched for a Fixed Asset Shell

## Check Your Progress

---

1. Before the payment request (PRCPZ1) is created, which table settings need to be enabled in order to create a Fixed Asset Shell?
  - a. Commodity code is flagged as Active and as a Fixed Asset on the Commodity (COMM) table
  - b. Commodity code is setup on the Commodity FA Threshold (COMMFA) table with a dollar threshold
  - c. All of the Above
2. In order to create a Fixed Asset Shell, which settings need to be enabled on the payment request (PRCPZ1) document?
  - a. Commodity Line Type is set to Item
  - b. Shell Indicator is set to Single or Multiple Shell
  - c. Line Amount is greater than a set threshold amount
  - d. All of the Above
3. From the FAPR table, a user can only view the Fixed Asset Shell's corresponding encumbrance and payment documents.
  - a. True
  - b. False
4. A Fixed Asset Shell is only generated once the payment is disbursed and the Shell Generation job is run.
  - a. True
  - b. False



## 4. Acquiring an Asset

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### Learning Objectives

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In this lesson, you will:

- Identify the layout and key fields of the Fixed Asset Acquisition (FA or FAS) document
- Complete a Fixed Asset Shell (FAS) document
- Create multiple assets using the FA Shell Generation process
- Acquire a standard asset using an FA document
- Record a donated asset using an FA document
- Create a memo asset using an FA document
- Research a Fixed Asset record

### Lesson Overview

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The Fixed Asset Acquisition (FA or FAS) document is used to record all newly acquired, contributed (donated), or memo assets. The FA or FAS documents are also used to record information about improvements (betterment) or additions to existing assets, which is covered in Lesson 5: Maintaining an Asset.

Lessons 2 and 3 reviewed how to manually create an FA document, and how an FAS document is system-generated through the Fixed Asset Shell Generation process. This lesson will expand the concepts of the FA document, and will review FA documents for the standard acquisition of an asset, an asset donation, a memo asset and multiple assets.

### 4.1. State Process Overview

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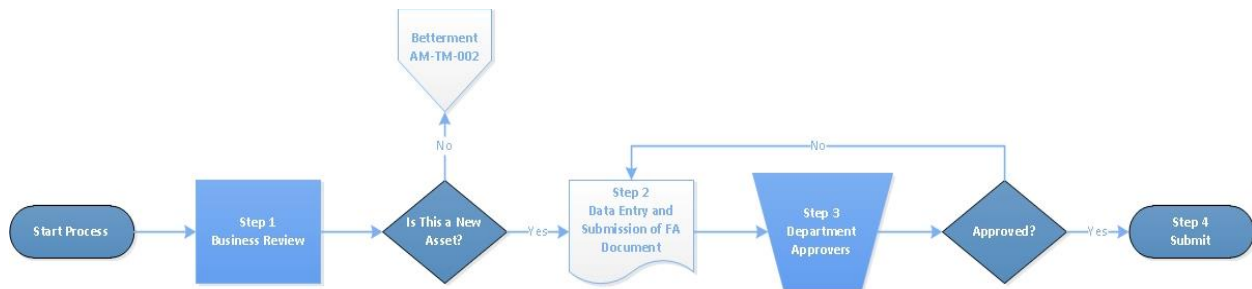
The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-001 and represented by Figure 3 below.

1. The Department secures the Asset (capital and/or trackable/portable) following established State of Arizona best practices. The acquisition of the asset can occur immediately after the payment is generated or after the month end close during the Monthly Fixed Asset Reconciliation Process.
2. The Department is responsible for the drafting of the Fixed Asset document with FA01 event type in CGI Advantage. The Fixed Asset number, Fixed Asset type, procurement information and additional information as required are recorded on the Fixed Asset Acquisition document. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry the Fixed Asset Acquisition document is submitted and

routed for approval. The following two attributes are established during Step 2: Acquisition Classification (Memo Asset Contributed and Adjustment) Asset Type (Equipment, Vehicle, Land, Construction In Progress, etc.).

3. The document and any attached documentation are reviewed as an initial review by an authorized Department level approver. If the approver determines the document is inaccurate or has missing/incorrect data, then the document is rejected and returned for corrections in Step 2. If the approver determines the data is correct, then the document proceeds to the next step.
4. The FA document final submission updates the Fixed Asset Register (FAR), Fixed Asset Accounting Journal (JFAAJ), the General Accounting Journal (JACTG) and other associated tables within AFIS.

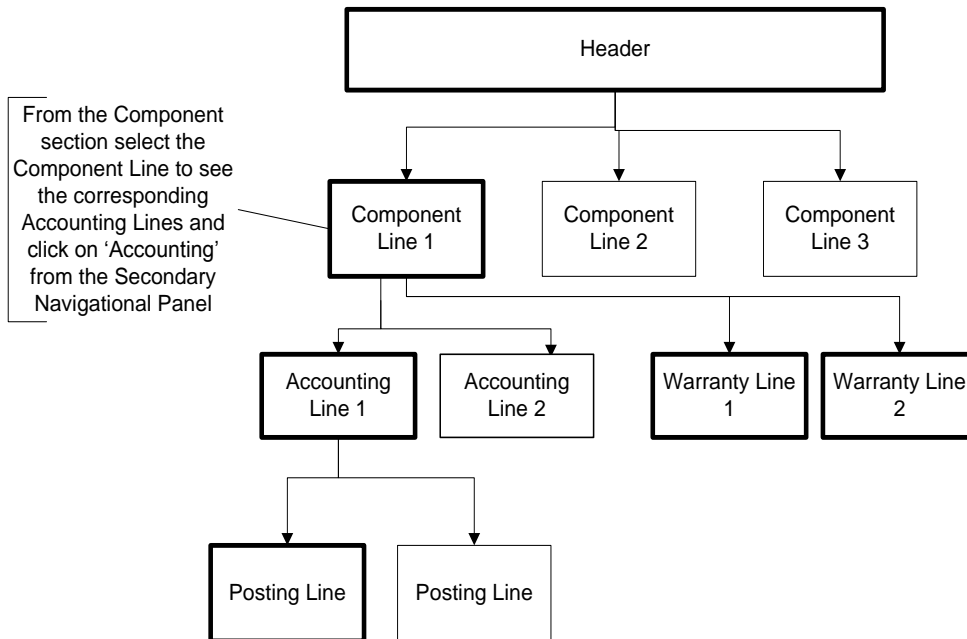
**Figure 3: Process of Creating a Fixed Asset Acquisition (AM-TB-001)**



## 4.2. FA Document Components

Documents in AFIS are made up of various components. The FA document contains five components that are accessible from the Secondary Navigation panel. Figure 4 illustrates the relationship between these.

- **Header** - Stores text that applies to all components of the FA document.
- **Component** – Components list specific attributes of each asset component. Components may be added during the life of the asset. Upon acquisition, there must be at least one component line.
- **Warranty** - Captures the warranty details for the asset selected on the Component portion of the document.
- **Accounting** - Each Accounting Line belongs to a corresponding component line, used to record COA elements for how each asset component was funded. Upon acquisition, there must be at least one Accounting Line. Each Accounting Line contains an Event Type.
- **Posting** - Represents the postings for each Accounting Line. Posting lines can be reviewed after validation, but are only updated to budgets and ledgers once the document is submitted to Final status.

**Figure 4: Fixed Asset Document Component Relationship**

## Fixed Asset Header

The Header lists general information about the document as well as information that applies to the asset as a whole versus the individual components of the asset.

The General Information component contains descriptive fields and date information common to most document Headers. In addition to these common fields are fields for assigning a Fixed Asset Number and Description. In contrast to other documents, there is an Event Type field in the Header because only one event type is allowed per document.

Header	
General Information	Extended Doc Description   Responsibility Center   Composite Asset Information   Infrastructure Maintenance   Fixed Asset Intent Reference   Document Information
Document Name: PRISONER TRANSPORT BUS Record Date: <input type="text"/> Budget FY: <input type="text"/> Fiscal Year: <input type="text"/> Period: <input type="text"/> Document Description: RECORDING OF THE PRISONER TRANSPORTATION BUS 8/1/2014 Complex/Building: <input type="text"/> Asset Status: 1 Asset Status Name: Active	Auto Generate FA Number: <input type="checkbox"/> Prefix: <input type="text"/> Fixed Asset Number: STU 10 - 1.2 Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE Document Total: \$250,000.00 Final Asset Value: \$250,000.00 Event Type: FA01 Memo Asset: <input type="checkbox"/> Asset System Number: <input type="text"/> Asset System Description: <input type="text"/> Ref Type: Partial

### ***Fixed Asset Header – Extended Document Description***

This component contains the standard extended description field that is associated with the document. It is not an extended description for the asset as it is not stored on any asset information tables.

### ***Fixed Asset Header – Responsibility Center Tab***

This component contains many of the same Chart of Accounts (COA) fields found normally on the Accounting Line plus a Custodian. The Custodian field is a means to assign an individual to the asset in addition to location fields available in a later section. The COA found in this component are available to record one of two types of information:

- Responsibility for the asset in only a reporting sense
- Actual ownership of the asset in an accounting sense

### ***Fixed Asset Header – Composite Asset Information Tab***

This component contains many asset definition fields which serve as defaults to the individual Components of the asset. A Composite Asset flag exists in this component to identify the asset as one that will have a single setting of the values and they will not differ at the component level. Many of these fields control depreciation.

### ***Fixed Asset Header – Infrastructure Maintenance Tab***

This component contains two amount fields used to define those assets that will be maintained as Infrastructure and not depreciated in the same manner as other assets.

### ***Fixed Asset Header – Document Information Tab***

This component is common to all documents where fields are shown for who and when a document was initially created. Two additional fields record who was the last to perform a save on the document and when that occurred.

## **Fixed Asset Component**

---

The Component Component lists specific attributes of each asset component. Components may be added during the life of the asset. Upon acquisition, there must be at least one Component Line.

### Fixed Asset Component – General Information Tab

This component contains descriptive field which are recorded for informational reporting on the component. Many fields have specific labels which correspond to descriptive information recorded for particular types of assets, while others contain a generic 'Description #' label that allows for any State-specific use.

Component				Total Lines: 1	Fixed Asset Number: STU 10 - 1.2	Component Number: 1
Fixed Asset Number	Component Number	Component Total	Units			
STU 10 - 1.2	1	\$250,000.00	1.00000			
From 1 to 1 Total: 1				First	Previous	Next
				Go to line: <input type="text"/> Go		
<a href="#">List View</a>						
<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> </div> <div> <div>Internal Sale Details</div> <div>Fixed Asset Intent Reference</div> <div>Insurance</div> </div>						
Component Number: 1		Tag Number: <input type="text"/>				
Commodity: 07117		Base Asset: <input checked="" type="checkbox"/>				
Units: 1.00000		Description 1: <input type="text"/>				
Unit of Measure: EA		Description 2: <input type="text"/>				
Final Units:		Description 3: <input type="text"/>				
Surface Area: <input type="text"/>		Description 4: <input type="text"/>				
Statistical Units: <input type="text"/>		Description 5: <input type="text"/>				

### Fixed Asset Component – Specification Tab

This component contains descriptive fields regarding the Commodity selected on the Component General Information component. All the values in this component are entered with information from the referenced purchase order (POPZ1) that led to the creation of a Fixed Asset document.

Component				Total Lines: 1	Fixed Asset Number: STU 10 - 1.2	Component Number: 1
<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal</div> </div> <div> <div>Fixed Asset Intent Reference</div> <div>Insurance</div> </div>						
Manufacturer: <input type="text"/>		Serial Number: <input type="text"/>				
Mfr Part Number: <input type="text"/>		Specification: <input type="text"/>				
Product/Category: <input type="text"/>		Warranty Type: 5 Year Full Warranty Parts and Labor				
Model Number: <input type="text"/>		Industry Identification: <input type="text"/>				
Drawing: <input type="text"/>		Barcode: <input type="text"/>				
Piece: <input type="text"/>		Commodity Specs: <input type="text"/>				
Supplier Part Number: <input type="text"/>		Hazardous Materials: <input type="text"/>				
Weight: <input type="text"/>		Permits/Certifications: <input type="text"/>				
Size: <input type="text"/>						
Vehicle Year: 2014						
Vehicle Make: FORD						
Vehicle Model: TRANSPORT XYZ						
VIN: 123456ABCDEF12AB3						

### Fixed Asset Component – Acquisition Details Tab

This component contains fields to capture acquisition details. Many are pre-populated with information from the disbursement that led to the creation of a Fixed Asset Shell document. The Acquisition Method must be added manually.

Component General Information	Specifications	<b>Acquisition Details</b>	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
Acquisition Date: 08/01/2014		Vendor: AAN15265					
Acquisition Method: PURC		Vendor Name: A AND K TRANSPORTATION INC					
Purchasing Authority:		Alias/DBA:					
Memo Disposal Value: \$0.00							

### Fixed Asset Component – Component Location Details Tab

This component contains the same location information as the Header for recording such details at a component that may be located at a different location as not all components may be physically attached to one asset.

Component General Information	Specifications	Acquisition Details	<b>Component Location Details</b>	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
Location: 110A		Sub Location:					
Address 1:		Complex / Building:					
Address 2:							
City:		Parcel ID:					
State:		Floor:					
Zip:		Section:					
County:		Room:					
Country:		Cubicle Number:					
Longitude:		Altitude/Elevation:					
Latitude:							

### Fixed Asset Component – Component Classification Details Tab

This component contains many of the same fields found on the Header for asset definition that will control depreciation. Other fields include the Fixed Asset Classification field, which controls how the asset is recorded for accounting purposes, as well as fields to record the Balance Sheet Accounts that will be used for the asset.

Component General Information	Specifications	Acquisition Details	Component Location Details	<b>Component Classification</b>	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						
Fixed Asset Classification: Adjustment		BSA: 0811					
Fixed Asset Catalog: 1556-70		Sub BSA:					
Fixed Asset Type: V		OBSA: 3610					
Fixed Asset Group: 1556		Sub OBSA:					
Useful Life: 7		Accum Depr BSA: 0865					
In Service Date: 08/01/2014		Accum Depr Sub BSA:					
Out-of-Service Date:							
Received Date:							

### Fixed Asset Component – Cost, Valuation, and Depreciation Tab

This component contains several information fields for reporting needs, additional fields to control depreciation, and amount fields to display an amount for the component prior to and after closing costs are accounted for.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	<b>Cost, Valuation &amp; Depreciation</b>	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	Insurance						

Closing Costs: \$0.00	Component Total: \$250,000.00
Salvage Value: \$250.00	Final Component Value: \$250,000.00
Valuation Date: <input type="text"/>	Depreciation Method: Straight Line
Valuation Amount: <input type="text"/>	Depreciation Structure: Responsibility Center
Replacement Date: <input type="text"/>	Replacement Type: <input type="text"/>
Trade-In Credit: <input type="text"/>	Asset Being Replaced: <input type="text"/>
Appraisal Date: <input type="text"/>	Replaced Asset Description: <input type="text"/>
Appraiser Name: <input type="text"/>	
Options to Purchase Property: <input type="text"/>	
Deed Information: <input type="text"/>	

### Fixed Asset Component – Fixed Asset Payment Request Tab

This component contains document information for the Payment Request that led to a component.

### Fixed Asset Component – Internal Sale Details Tab

This component contains fields identifying the previous asset number and component of a component sold internally. Amounts are also displayed to provide details on the sale that originated in the Internal Disposition.

### Fixed Asset Component – Insurance Tab

This component contains fields identifying the insurance related information for the asset.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference	<b>Insurance</b>						

NAIC Code: <input type="text"/>	Policy Number: <input type="text"/>
Name: <input type="text"/>	Policy Term Start: <input type="text"/>
Address 1: <input type="text"/>	Policy Term End: <input type="text"/>
Address 2: <input type="text"/>	Policy Extended End: <input type="text"/>
City: <input type="text"/>	Type of Coverage: <input type="text"/>
State: <input type="text"/>	Coverage Limits: <input type="text"/>
County: <input type="text"/>	Premium: <input type="text"/>
Country: <input type="text"/>	
Zip: <input type="text"/>	
Insured Value: <input type="text"/>	

## Auto Apply Functionality

The Auto Apply button is found on all Fixed Asset documents, except the FA, FAS, and FRM documents. It is located on the Header and Component components of each document.

Once a user enters the Fixed Asset Number on the document, click Auto Apply to transfer information into the document from the Fixed Asset Registry tables. This functionality saves data entry, by auto populating fields.

A user clicks the Auto Apply button on the document Header to infer the component and Accounting Lines associated with the selected Fixed Asset Number. When users modify or cancel an asset, they will have the option of modifying or canceling only a single component or the entire asset, which includes all components associated with the Fixed Asset Number. To modify or cancel the entire asset, users can Auto Apply information at the Header line. If users only want to modify or cancel a component, they should Auto Apply information at the Component line.

## Fixed Asset Warranty

This component captures the warranty details for the asset selected on the Component portion of the document.

Warranty		Fixed Asset Number: STU 10 - 1.2    Component Number: 1    FA Warranty Number:	
<b>Warranty</b>			
FA Warranty Type:	MANUFACTURERS	Warranty Vendor Code:	
	Manufacturer's Warranty	Warranty Vendor Name:	
Warranty Agreement Number:	STU 110 - 1.2	Warranty Address ID:	
Warranty Description:	<div></div>	Warranty Address 1:	
Warranty Years:	5	Warranty Address 2:	
Warranty Months:	60	Warranty City:	
Warranty Start Date:	08/01/2014	Warranty State Code:	
Warranty Expiration Date:	07/31/2024	Warranty State:	
		Warranty Zip Code:	
		Warranty County Code:	
		Warranty County:	
		Warranty Country:	
		Warranty Vendor Contact Code:	
		Warranty Vendor Contact Name:	

## Fixed Asset Accounting

The FA Accounting component lists the Chart of Accounts (COA) details for how each asset component was funded. Upon acquisition, there must be at least one Accounting Line.

Accounting Lines are not just who funded an asset, but can also be who 'owns' or is 'responsible' for an asset. The distinction between the two is based on the Responsibility Center Posting value, found on the Accounting Line. If set to No then the COA of the Accounting Line records not only the funding source of the component but also who is responsible in an accounting sense because the asset account is recorded with those COA. If set to Yes, then the COA at the Accounting Line only records who funded an asset. The COA in the Responsibility Center component of the Header are overlaid onto the Accounting Line COA at the Posting Line level to record who is responsible for the component in an accounting sense.



### Fixed Asset Accounting – General Information Tab

This component contains descriptive fields and date information common to most document Accounting Lines. In addition to these common fields are fields for defining a Funding Fiscal Year and Budget Fiscal Year for reporting purposes. The Event Type field in this component is protected as it defaults from the Header. The Responsibility Center Posting field exists in this component to record the default value from the Fund table or record a manually entered value when allowed by the Fund table.

Accounting				
Total Lines: 1    Accounting Line: 1    Line Amount: \$250,000.00				
Accounting Line	Line Amount	Event Type	Responsibility Center Posting	
1	\$250,000.00	FA01	Yes	

From 1 to 1 Total: 1    First    Previous    Next    Last    Go to line:    Go

List View

General Information    References    Fixed Asset Intent Reference    Fund Accounting    Detail Accounting

Event Type: FA01    Budget FY:    Fiscal Year:    Period:    Funding Fiscal Year: 2015    Funding Budget FY: 2015    Responsibility Center Posting: Yes

Accounting Template:    Line Description:    Line Amount: \$250,000.00    Internal Sale Gain/Loss Amount:    Historic Asset Cost:    Accum Depr Amount: \$0.00

### Fixed Asset Accounting – References Tab

This component includes references to a Purchase Order (POPZ1), Payment Request, and Disbursement Document that led to the acquisition of an asset. The component is automatically completed if the document is generated from the Fixed Asset Shell Generation process. When the Disbursement Document information is populated, the COA in the Fund Accounting and Detail Accounting components must match that of the Disbursement Accounting Line. The reason for this is that the Pending Asset Account recorded during the disbursement must be backed out using the same COA.

### Fixed Asset Accounting – Fund Accounting Tab

This component contains the COA fields common to the component as found on other documents. Two additional fields for the Pending BSA and Pending Sub BSA exist as protected fields to display the values used on the Disbursement in the References component. The document will use them to back out the pending account.

General Information    References    Fixed Asset Intent Reference    Fund Accounting    Detail Accounting

Fund: 9010    Object:    OBSA:    Sub Fund:    Sub Object:    Sub OBSA:    Department: 110    Revenue:    Pending BSA:    Unit: 0110    Sub Revenue:    Pending Sub BSA:    Sub Unit:    BSA:    Dept Object:    Appr Unit: 1100000    Sub BSA:    Dept Revenue:

### Fixed Asset Accounting – Detail Accounting Tab

This component contains the COA fields common to the component as found on other documents.

General Information			References			Fixed Asset Intent Reference			Fund Accounting			Detail Accounting		
Location: <input type="text"/>				Reporting: <input type="text"/>				Major Program: <input type="text"/>						
Sub Location: <input type="text"/>				Sub Reporting: <input type="text"/>				Program: <input type="text"/>						
Activity: <input type="text"/>				Task: <input type="text"/>				Phase: <input type="text"/>						
Sub Activity: <input type="text"/>				Sub Task: <input type="text"/>				Program Period: <input type="text"/>						
Function: <input type="text"/>				Task Order: <input type="text"/>										
Sub Function: <input type="text"/>														

### Fixed Asset Posting Component

The Posting Component of the document lists the system-generated details used to recognize the financial impact of a specific Accounting Line. If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset and General Accounting journals and other accounting tables. The fields and components on this page are like those of other documents with the addition of a component to provide the Fixed Asset Number and Component Number.

Posting		Total Lines: 1			
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	F002 F012	Fixed Asset Net Adj to FA	\$250,000.00	\$250,000.00

List View

General Information

Asset Information

Fund Accounting

Detail Accounting

Run Time/Date: 10/22/2014

Record Date: 10/21/2014

Journal Posting: Not Ready

Budget Posting: Not Ready

Bank Account:

BSA Type Indicator: Asset

OBSA Type Indicator: Equity

Budget FY: 2015

Fiscal Year: 2015

Period: 4

Post Pair ID: E

Line Amount: \$250,000.00

Posting Amount: \$250,000.00

Closed Amount: \$0.00

## 4.3. FA Document Data Entry

Each FA document component requires information and/or verification. This topic describes the data entry requirements for FA documents. To create a manual Fixed Asset Acquisition document, use the Document Catalog.

### Navigate Between Document Components

To navigate within a document, a user can either click the component name at the bottom of the document, or use the Document Navigator. The Document Navigator will be used in this training guide.

### Fixed Asset Header

The Header component lists general information about the document, as well as information that applies to the asset as a whole, versus the individual component lines (located in the Component component) of the asset.

### ***Fixed Asset Header – General Information Tab***

The General Information tab contains descriptive fields and date information common to most document Headers. In addition to these are fields for assigning a Fixed Asset Number and description. Unlike other documents, the Event Type field is located in the Header, since only one event type is allowed per FA document.

The following fields in the General Information tab are used in AFIS.

- **Document Description** – A description is required for this document.
- **Prefix** - When associated with an Auto Fixed Asset Numbering record, it is the prefix of up to 4 characters and numbers that will appear at the beginning of a generated Fixed Asset number with that prefix. (Note: the Fixed Asset number must be a unique number Statewide. Suggest prefixing agency assets with the first two letters of the agency code. When using auto numbering enter the two letter agency code in the prefix field. For example for ADOA, enter “AD”.)
- **Auto Generate FA Number** - When selected, this field creates a system-generated Fixed Asset Number with Event Type of FA01. This check box should not be selected for betterments, which are added to an existing asset.
- **Fixed Asset Number** – This number is filled in, if not using the Auto Generate FA Number.
- **Fixed Asset Description** - This is an optional field used to describe the asset.
- **Event Type** - Will default to **FA01** (Acquire a Fixed Asset). Users may override the default Event Type code to accommodate different business functions. Refer to Table 3: Allowable Event Types for Fixed Asset Documents.
- **Memo Asset** - Assets that may be tracked as part of the asset inventory without any net accounting impact by flagging the asset as Memo in the Header. Memo assets have no net accounting impact and may be used to record assets and stewardship items that do not meet capitalization threshold requirements. This field flags the asset as a Memo on Fixed Asset tables such as FARHDR, FARCOMP and FARACTG.

Several amount fields appear on the General Information tab, which do not require data entry. The Document Total is the total dollar amount of the FA document. If an FA document updates the asset acquisition cost, the Final Asset Value reflects the updated amount. This is the summarized amount for all asset components.

The screenshot shows the 'Header' section of the AFIS system, specifically the 'General Information' tab. The form is divided into two main columns. The left column contains fields for 'Document Name' (PRISONER TRANSPORT BUS), 'Record Date' (calendar icon), 'Budget FY', 'Fiscal Year', 'Period', 'Document Description' (RECORDING OF THE PRISONER TRANSPORTATION BUS 8/1/2014), 'Complex/Building', 'Asset Status' (1), and 'Asset Status Name' (Active). The right column contains fields for 'Auto Generate FA Number' (checkbox), 'Prefix', 'Fixed Asset Number' (STU 10 - 1.2), 'Fixed Asset Description' (TRANSPORTATION BUS - PRISONER VEHICLE), 'Document Total' (\$250,000.00), 'Final Asset Value' (\$250,000.00), 'Event Type' (FA01), 'Memo Asset' (checkbox), 'Asset System Number', and 'Asset System Description'.

### **Fixed Asset Header – Responsibility Center Tab**

The Responsibility Center tab contains many of the same COA fields found on the Accounting Line, in addition to the Custodian field that is used to enter who is responsible for the asset. The COA elements found in this tab record information for either:

1. Responsibility for the asset in only a reporting sense
2. Actual ownership of the asset in an accounting sense

The distinction between the two is based on the Responsibility Center Posting value, found on the Accounting Line. If set to No, then the COA elements of the Accounting Line record not only the funding source of the component, but also who is responsible in an accounting sense. If set to yes, then the COA at the accounting line records only who funded an asset purchase. The COA in the Responsibility Center tab of the Header will override the Accounting Line, at the posting line level, to record who is responsible for the component in an accounting sense. The default for the Responsibility Center Posting field is blank.

The following fields in the Responsibility Center tab are used in AFIS.

- **Fund** - the identification code associated with a fund record
- **Department** - an identification code assigned to a central organizational level element where the decentralized structure is set
- **Unit** - an identification code assigned to the lowest organizational level in the main organizational structure

- **Appr Unit** - an identification code assigned to a single appropriation unit

Header			
<div> General Information Extended Doc Description <b>Responsibility Center</b> Composite Asset Information Infrastructure Maintenance </div>			
<div> Fixed Asset Intent Reference Document Information </div>			
Custodian:	Revenue:	Task:	
Accounting Template:	Sub Revenue:	Sub Task:	
Fund: 9010	Dept Object:	Task Order:	
Sub Fund:	Dept Revenue:	Major Program:	
Department: 110	Activity:	Program:	
Unit: 0110	Sub Activity:	Phase:	
Sub Unit:	Function:	Program Period:	
Appr Unit: 1100000	Sub Function:	Location:	
Object:	Reporting:	Sub Location:	
Sub Object:	Sub Reporting:	Assignee Employee Number:	
		Assignee Employee Name:	

### ***Fixed Asset Header – Composite Asset Information Tab***

The Composite Asset Information tab contains many asset definition fields that serve as defaults to the individual asset component lines. The Composite Asset flag is used to identify if the asset has a single set of values (not differing at the Component level). This is typically used when processing an Infrastructure asset. Many of these fields control depreciation. Do not populate this tab on the Header, if you have multiple Component lines and do not want them to depreciate from the Header level values.

The following fields in the Composite Asset Information tab are used in AFIS.

- **Composite Asset** - Value is inferred from the FA Header and identifies whether the asset should be treated as a composite asset for depreciation purposes. Composite assets are depreciated based on Header-level depreciation attributes.
- **Fixed Asset Catalog** - Upon clicking Save, the Fixed Asset Type, Fixed Asset Group, Depreciation Method and Useful Life fields to be inferred from Fixed Asset Catalog (FACLG) table.
- **Fixed Asset Type** - Examples include: Buildings, Equipment, Land, and Vehicles. These values are stored in the Fixed Asset Type (FATP) table.
- **Fixed Asset Group** - This field further classifies this asset and is filtered by the Fixed Asset Type entered. These values are stored in the Fixed Asset Group (FAGRP) table.
- **Depreciation Method** - Valid options: Not Applicable, Straight Line, Manually Computed, and Modified. If the asset type is not depreciable, select Not Applicable.
- **Useful Life** - This field is required if the asset type is depreciable. The Depreciation Indicator is selected on the Fixed Asset Type (FATP) table. Useful Life is not allowed if the Fixed Asset Type is not depreciable. Enter the estimated useful life of this asset as a positive integer

expressed in years. Useful Life is used in depreciation calculations to apportion total depreciation to each year of an asset's useful life.

- **Acquisition Date** - This date represents the date the capitalized goods or services were acquired or received.
- **In Service Date** - The date the asset was entered into service.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Infrastructure Maintenance	Fixed Asset Intent Reference	Document Information
<div> <div> Composite Asset: <input type="checkbox"/>  Fixed Asset Catalog: <input type="text"/>   Fixed Asset Type: <input type="text"/>   Fixed Asset Group: <input type="text"/>   Depreciation Method: <input type="text"/>  Useful Life: <input type="text"/>  Asset Impairment: <input type="text"/> </div> <div> Acquisition Date: <input type="text"/>   In Service Date: <input type="text"/>   Out-of-Service Date: <input type="text"/>   Depreciation Structure: <input type="text"/>  Valuation Date: <input type="text"/>   Summary Valuation Amount: \$0.00  Summary Salvage Value: \$250.00  New Salvage Value: <input type="text"/> </div> </div>						

## Fixed Asset

The Component of the FA document lists specific attributes of each asset component. Upon asset acquisition, there must be at least one component line. Components may be added during the life of the asset.

### *Fixed Asset Component – General Information Tab*

The following fields in the General Information tab are used in AFIS. Users need to select Insert New Line, before entering information in this tab.

- **Component Number** - Each component line should have a unique number (for example: 0001, 0002, etc.).
- **Commodity** - The identification code is assigned to the Commodity. See the Commodity (COMM) table for valid values that are marked as Fixed Asset related.
- **Units** - The number of units being acquired is listed.
- **Unit of Measure** - The identification code is assigned to the unit of measure. See the Unit of Measure (UOM) table for valid values.
- **Base Asset** - This field is automatically selected on new assets.
- **Extended Document Description** - This is a 1,500 character text field to provide additional information about the Commodity or asset.

Component		Total Lines: 1	Fixed Asset Number: STU 10 - 1.2	Component Number: 1
<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal</div> </div>				
Fixed Asset Intent Reference Insurance				
Component Number: 1 Commodity: 07117 Units: 1.00000 Unit of Measure: EA Final Units: Surface Area: Statistical Units: Statistical UOM: Plat Number: Survey Data: Decal ID:			Tag Number: Base Asset: <input checked="" type="checkbox"/> Description 1: Description 2: Description 3: Description 4: Description 5: Property ID: Property Description: Extended Description:	

### Fixed Asset Component – Specification Tab

The Specification tab contains descriptive fields regarding the Commodity selected. All the values in this tab are entered from the referenced purchase order (POPZ1).

**Note:** Users must complete required fields for IT assets. Please see the IT specific requirements located in the appendix.

Component		Total Lines: 1	Fixed Asset Number: STU 10 - 1.2	Component Number: 1
<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal</div> </div>				
Fixed Asset Intent Reference Insurance				
Manufacturer: Mfr Part Number: Product/Category: Model Number: Drawing: Piece: Supplier Part Number: Weight: Size: Vehicle Year: 2014 Vehicle Make: FORD Vehicle Model: TRANSPORT XYZ VIN: 123456ABCDEF12AB3			Serial Number: Specification: Warranty Type: 5 Year Full Warranty Parts and Labor Industry Identification: Barcode: Commodity Specs: Hazardous Materials: Permits/Certifications:	

### Fixed Asset Component – Acquisition Details Tab

The following fields are located in the Acquisition Details tab and are used in AFIS.

- **Acquisition Date** - represents the date the capitalized goods or services were acquired or received
- **Acquisition Method** - used to note how the asset was acquired
- **Vendor** - inferred from the referenced payment document
- **Vendor Name** - inferred from the vendor number

Component General Information	Specifications	<b>Acquisition Details</b>	Component Location Details	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference		Insurance					
Acquisition Date: 08/01/2014		Vendor: AAN15265					
Acquisition Method: PURC		Vendor Name: A AND K TRANSPORTATION INC					
Purchasing Authority:		Alias/DBA:					
Memo Disposal Value: \$0.00							

### **Fixed Asset Component – Component Location Details Tab**

The Component Location Details tab contains the location information for a component. To enter a location, enter it on the Location field or select it from the pick list.

Component General Information	Specifications	Acquisition Details	<b>Component Location Details</b>	Component Classification	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference		Insurance					
Location: 110A		Sub Location:					
Address 1:		Complex / Building:					
Address 2:							
City:		Parcel ID:					
State:		Floor:					
Zip:		Section:					
County:		Room:					
Country:		Cubicle Number:					
Longitude:		Altitude/Elevation:					
Latitude:							

### **Fixed Asset Component – Component Classification Tab**

The Component Classification tab contains many of the same fields found on the Header that control depreciation for Composite Fixed Assets. Other fields include the Fixed Asset Classification field, which controls how the asset is recorded for accounting purposes, as well as fields to record the Balance Sheet Accounts that will be used for the asset.

The following fields in the Component Classification tab are used in AFIS.

- **Fixed Asset Classification** - Manually entered assets are usually entered as an Adjustment. Options include the following:
  - **Contributed** - The offset balance sheet updates the Contributed Offset Balance Sheet Account defined by the Fixed Asset Type (FATP).
  - **Adjustment** - The offset balance sheet updates the Net Adjustment Asset BSA defined by the posting code. If there is no reference information (payment and disbursement), then select this option.
  - **Memo** - The balance sheet updates the Memo Balance Sheet Account defined by the asset type on FATP. Fixed Asset memo balances are carried forward from year to year until the asset is disposed, unlike the memo accounts on the Balance Sheet Account table that are temporary.
  - **Normal** – This option is only used on Shell-generated FAS documents. Do not use this option if manually creating an FA document.
- The following fields are identical to those on the Header component, Composite Asset Information tab. If specifying this information for different component lines, this information should be entered on the Component component.



- Fixed Asset Catalog
- Fixed Asset Type – infers from the FA Catalog
- Fixed Asset Group – infers from the FA Catalog
- Useful Life – infers from the FA Catalog
- In-Service Date

Component General Information	Specifications	Acquisition Details	Component Location Details	<b>Component Classification</b>	Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Detail
Fixed Asset Intent Reference Insurance							
Fixed Asset Classification: Adjustment Fixed Asset Catalog: 1556-70 Fixed Asset Type: V Fixed Asset Group: 1556 Useful Life: 7 In Service Date: 08/01/2014 Out-of-Service Date: Received Date:				BSA: 0811 Sub BSA: OBSA: 3610 Sub OBSA: Accum Depr BSA: 0865 Accum Depr Sub BSA:			

### ***Fixed Asset Component – Cost, Valuation & Depreciation Tab***

The Cost, Valuation & Depreciation tab contains several fields for reporting needs, to control depreciation, and amount fields.

The following fields in the Cost, Valuation & Depreciation tab are used in AFIS.

- **Salvage Value** - This is an estimate of the asset's resale or scrap value at the end of its useful life. The portion of the asset represented by Salvage Value is not subject to depreciation. This is inferred based on the applicable Fixed Asset Catalog.
- **Depreciation Method** – This field contains options including: Straight Line, Manually Computed, Modified and Not Applicable. The only depreciation method supported for automated depreciation is Straight Line. Modified can only be used when the asset is flagged as a Composite Asset on the Header. This will infer from the Fixed Asset Catalog.

- **Depreciation Structure** - This field is required if the asset type Depreciation Indicator is selected on the Fixed Assets Type (FATP) page. This indicates which Chart of Accounts elements should be used on the depreciation posting lines. Valid values are Not Applicable, Funding Line, and Responsibility Center. Responsibility posting must be allowed on the Fund table for the specific fund and must be consistent with the selection in the responsibility center posting field on the Accounting tab, General Information tab.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification	<b>Cost, Valuation &amp; Depreciation</b>	FAPR Reference	Internal Sale Details
Fixed Asset Intent Reference		Insurance					
Closing Costs: \$0.00 Salvage Value: \$250.00 Valuation Date: <input type="text"/> Valuation Amount: <input type="text"/> Replacement Date: <input type="text"/> Trade-In Credit: <input type="text"/> Appraisal Date: <input type="text"/> Appraiser Name: <input type="text"/> Options to Purchase Property: <input type="text"/> Deed Information: <input type="text"/>				Component Total: \$250,000.00 Final Component Value: \$250,000.00 Depreciation Method: Straight Line Depreciation Structure: Responsibility Center Replacement Type: <input type="text"/> Asset Being Replaced: <input type="text"/> Replaced Asset Description: <input type="text"/>			

## Fixed Asset Warranty

The Warranty section tracks the warranty of an asset. This component captures the warranty details for the asset selected on the Component component of the document. If a Warranty is already set up in AFIS on the FA Warranty Type (FAWTYP) table, use the pick list to select it. If the warranty is not already set up on the FA Warranty Type (FAWTYP) table, enter the warranty information on the FA document and submit it to final. Once it is final phase, a new record is inserted on the Fixed Asset Warranty (FAWR) table.

Warranty		Fixed Asset Number: STU 10 - 1.2    Component Number: 1    FA Warranty Number:	
Warranty			
FA Warranty Type: MANUFACTURERS Manufacturer's Warranty Warranty Agreement Number: STU 110 - 1.2 Warranty Description: <input type="text"/> Warranty Years: 5 Warranty Months: 60 Warranty Start Date: 08/01/2014 Warranty Expiration Date: 07/31/2024		Warranty Vendor Code: <input type="text"/> Warranty Vendor Name: <input type="text"/> Warranty Address ID: <input type="text"/> Warranty Address 1: <input type="text"/> Warranty Address 2: <input type="text"/> Warranty City: <input type="text"/> Warranty State Code: <input type="text"/> Warranty State: <input type="text"/> Warranty Zip Code: <input type="text"/> Warranty County Code: <input type="text"/> Warranty County: <input type="text"/> Warranty Country: <input type="text"/> Warranty Vendor Contact Code: <input type="text"/> Warranty Vendor Contact Name: <input type="text"/>	

## Fixed Asset Accounting

The Accounting component records the Chart of Accounts (COA) information used when posting the document to the ledgers, and performs updates to the applicable budgets. Upon acquisition, there must be at least one Accounting Line. If there is more than one funding source (for example, federal and state), enter multiple Accounting Lines for each source.

**Note:** For FAS document Shells, two Accounting Lines are created automatically if two accounting lines are provided on the payment request document. Refer to the Component 4.4, Complete the FA Shell Document topic for more information.

The General Information tab contains descriptive fields and date information common to most document Accounting Lines. In addition to these fields, there are fields for defining a funding fiscal year and budget year for reporting purposes.

Users are required to create a new Accounting Line before entering information in this component.

The following fields in the General Information tab are used in AFIS.

- **Event Type** – Used to signify what posting codes will be used, and also bring in specific data entry rules for referenced transactions, customer codes, vendor codes, and all defined Chart of Accounts elements. The Event Type field in this component is protected as it defaults from the Header component.
- **Accounting Template** – Simplifies accounting information entry. Accounting templates provide the ability to save frequently used COA data for use in subsequent document creation. These templates are used to populate fund and detail accounting elements on documents. If an accounting template is not used, enter the COA information in the Fund Accounting and Detail Accounting tabs of the document.
- **Line Amount** – This field contains the asset value in a dollar amount.
- **Funding Fiscal Year** – The Accounting Fiscal Year associated with the funding used to acquire an asset.
- **Funding Budget Fiscal Year** – The Budget Fiscal Year associated with the funding used to acquire an asset.

- **Responsibility Center Posting** – This flag indicates whether the fund can use the responsibility center posting functionality. It must be flagged if the depreciation structure is “Responsibility Center” on the component tab, Cost, Valuation and Depreciation component.

Accounting				Total Lines: 1	Accounting Line: 1	Line Amount: \$250,000.00
Accounting Line	Line Amount	Event Type	Responsibility Center Posting			
1	\$250,000.00	FA01	Yes			

From 1 to 1 Total: 1

First Previous Next Last

Go to line:  Go

List View

General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting

Event Type: FA01

Accounting Template:

Line Description:

Line Amount: \$250,000.00

Internal Sale Gain/Loss Amount:

Historic Asset Cost:

Accum Depr Amount: \$0.00

Budget FY:

Fiscal Year:

Period:

Funding Fiscal Year: 2015

Funding Budget FY: 2015

Responsibility Center Posting: Yes

### Fixed Asset Accounting – Fund Accounting Tab

The Fund Accounting tab contains COA elements. Table 4 describes the COA elements found in the Fund Accounting tab.

Table 4: COA Elements on Fund Accounting Tab

Chart of Accounts (COA) Element	Notes
Fund	Required COA
Object	Not required COA
Department	Required COA
Unit	Required COA
Appr Unit	Required COA

General Information References Fixed Asset Intent Reference Fund Accounting Detail Accounting

Fund: 9010

Sub Fund:

Department: 110

Unit: 0110

Sub Unit:

Appr Unit: 1100000

Object:

Sub Object:

Revenue:

Sub Revenue:

BSA:

Sub BSA:

OBSA:

Sub OBSA:

Pending BSA:

Pending Sub BSA:

Dept Object:


Dept Revenue:

## Fixed Asset Posting

The Posting component lists the financial impact of a specific Accounting Line. User entry in this component of the document is not required. Each Accounting Line has its own posting line. Users can click the eye icon to view posting details after the document has been validated, as discussed in the Document Validation and Submission section, below.

The Fund Accounting and Detail Accounting tabs contain specific Chart of Accounts elements, for this document.

If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset, general accounting journals, and other accounting tables.

Posting <span>Total Lines: 1</span>						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Non-Standard	F002 F012	Fixed Asset Net Adj to FA	\$250,000.00	\$250,000.00	
From 1 to 1 Total: 1				First	Previous	Next
				Go to line: <input type="text"/> Go		

## Document Validation and Submission

When a user clicks the Validate button, the system will check for errors on the document. If any errors exist, the user should correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: "Document validated successfully."

After validation, a user may navigate back to the Header to view the auto-generated Fixed Asset Number for those FA Documents with an Event Type of FA01. Betterments (Event Type of FA02) do not generate a new Fixed Asset Number, as they are bettering an existing asset, which already has a Fixed Asset Number.

After any errors are resolved, the user should click the Submit button to submit the document for approval. If the submission is successful, the following message displays in the upper left corner: "Document submitted successfully - Pending Approval."

## 4.4. Complete the FA Shell Document

Once the FA Shell document has been located, a user must process it further, completing some but not all required fields. Upon opening the FAS document, be sure to click Edit in order to complete the fields on the FAS document.

The fields required in a Fixed Asset Shell are the same as those fields required when manually creating an FA document. However, some fields on the Fixed Asset Shell are inferred from the payment, and will not need to be entered by the user. All Shell documents will automatically populate certain fields on the FAS document's Accounting Line.

**Note:** Please see FAS Pre-Populated Fields located in the Appendix of the training guide.

Refer to the Manual Fixed Asset Document topic for specific FA field functionality.

## State Process Overview

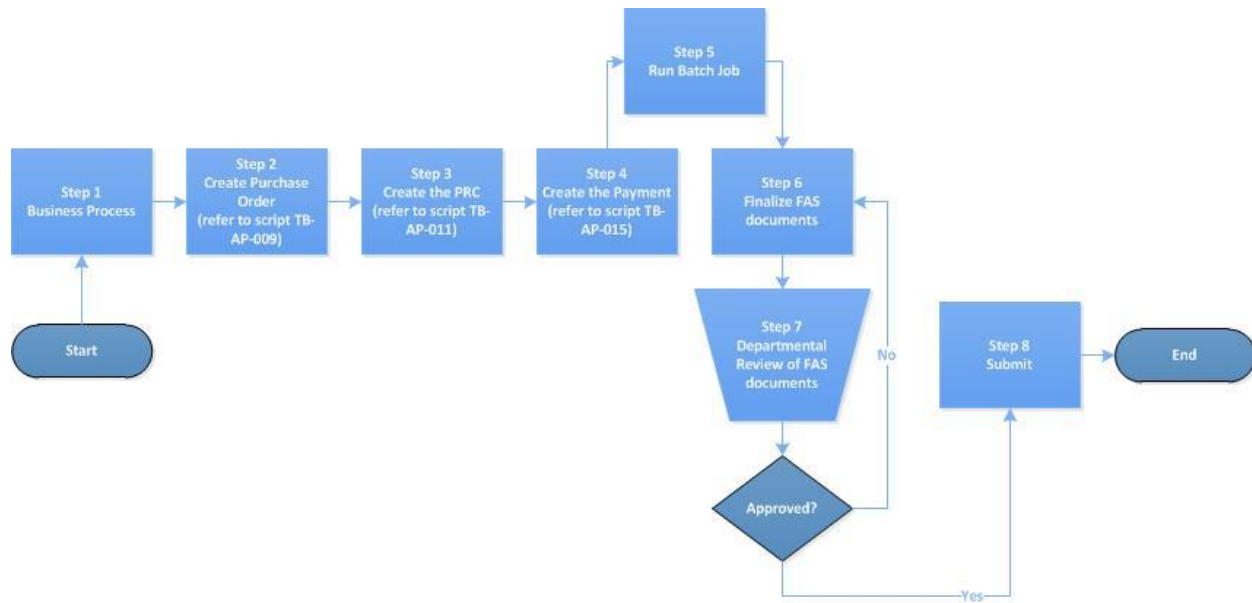
---

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-001.3 and represented by

Figure 5 below.

1. The Department secures the Asset (capital and/or trackable/portable) following established State of Arizona best practices. The assets will be recorded using a Fixed Asset Shell (FAS) document.
2. The Department creates a Purchase Order (POPZ1) document. Refer to script TB-AP-009 on how to create a purchase order.
3. The Department creates a Payment Request (PRCPZ1) document. Refer to script TB-AP-011 on how to create a payment request Commodity based (PRCPZ1) document.
4. The Department creates the Warrant. ACH Department refer to scripts TB-AP-015 or TB-AP-016 on how to create a manual (MD) or automated disbursement (AD).
5. GAO will run the mass Shell generation job nightly.
6. The Department will finalize the FAS documents.
7. The Department approver will review the finalized FAS document.
8. The FAS documents are submitted. The Fixed Asset Registry Header, Fixed Asset Registry component, Fixed Asset History, and Fixed Asset Accounting Journal are updated.

**Figure 5: Shell Generation Process (AM-TB-001.3)**



## Fixed Asset Shell Header

Complete the General Information tab by entering or verifying values in the fields listed below.

- **Document Description** – A description is required for this document.
- **Prefix** - When associated with an Auto Fixed Asset Numbering record, it is the prefix of up to 4 characters and numbers that will appear at the beginning of a generated Fixed Asset number with that prefix. (Note: the Fixed Asset number must be a unique number Statewide. Suggest prefixing agency assets with the first two letters of the agency code. When using auto numbering enter the two letter agency code in the prefix field. For example for ADOA, enter “AD”.)
- **Auto Generate FA Number** - Select along with your agency prefix to allow a system-generated Fixed Asset Number to be created with an Event Type of FA01. Do not select this for betterments, which are added to an existing Fixed Asset Shell. You can also manually enter a FA number instead.
- **Fixed Asset Number** – This number is filled in, if not using the Auto Generate FA Number process.
- **Event Type** - Verify this field defaults to FA01.
- **Fixed Asset Description** – Description of the asset.

Complete the Responsibility Center by entering or verifying values, in the fields listed below.

- **Fund**
- **Department**
- **Unit**
- **Appropriation Unit**

## Fixed Asset Shell Component

Fields on the General Information tab, including the Component Number, Commodity code, Units and Unit of Measure fields are inferred from the payment.

Complete the Component General Information tab, by entering additional values as desired.

Complete the Specifications tab by entering the Manufacturer, Model Number and Serial Number fields, if applicable to the asset. The Commodity Specs field provides the property number provided on the PO or Payment Request (PRCPZ1) entered in ProcureAZ. Complete the Acquisition Details tab by entering the Acquisition Method. The Vendor is inferred from the payment document.

Complete the Component Location Details tab by entering the Location to select where the asset will be housed.



Complete the Component Classification tab by entering or verifying the values in the fields listed below.

- **Fixed Asset Classification** - this value is automatically set to Normal
- **Fixed Asset Catalog**
- **In Service Date**

Complete Cost, Valuation, & Depreciation tab by selecting a funding line or responsibility center for the depreciation structure.

Review the FAPR Reference tab. These fields are the document identifier information from the referenced payment document.

## Fixed Asset Shell Accounting

The Accounting component information is inferred from the payment document and cannot be changed. Review the References tab. These fields are the document identifier information from the referenced encumbrance, payment, and disbursement documents.

Click the Validate button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: "Document validated successfully."

Upon validation, the Fixed Asset Number on the Header component is auto generated and assigned, if auto generation was selected.

After any errors are resolved, click the Submit button to submit the document for approval. If the submission is successful, the following message displays in the upper left corner: "Document submitted successfully - Pending Approval."

### ACTIVITY 4.4

#### Complete FA Shell

##### *Scenario*

You want to complete the FA shell for a copier purchase. Navigate to the FAPR table. Open the FAS document, and populate the necessary fields to validate and submit the FAS document.

##### *Setup*



- ✓ User is logged into the AFIS Home Page.

##### *Steps*

- A. Use the Jump to function to open the FAPR table.
  1. In the **Jump to** field, enter **FAPR**.
  2. Click **Go**. A Search window displays.

B. Search for your payment document within the table.

1. In the **Document** field, enter **PRC**.
2. In the Doc Dept field, enter your student data card information.
3. In the Doc ID field, enter your student data card information.
4. In the **Doc CL No** field, enter **1**.
5. Click **OK** or press Enter on the keyboard.

Document :	<input type="text" value="PRC"/>	Doc. CL No. :	<input type="text" value="1"/>
Doc Dept :	<input type="text" value="101"/>	Commodity :	<input type="text"/>
Doc Unit :	<input type="text"/>	Acquisition Date :	<input type="text"/> 
Doc. Id :	<input type="text" value="STU 1 - 3.3"/>	Shell Generated Date :	<input type="text"/> 
Doc. VL No. :	<input type="text"/>		
<a href="#">Ok</a> <a href="#">Clear</a> <a href="#">Cancel</a>			

## C. Review the fixed asset shell information.

1. The payment document displays on the FAPR table. Click the **downward facing arrow** just below the grid to expand all sections.
2. View the Shell Generated Date.
3. Click **Generated Shell Details** to see the FAS documents created.

**Fixed Asset Payment Request**

Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	101		STU 1 - 3.3	1	1	10/23/2014

First Prev Next Last

Save Undo Copy Search

**Payment Request Details**

Document : PRC      Commodity : 60072  
 Doc Dept : 101      Quantity/Unit : 1.00000  
 Doc Unit :      Total Disbursed Amount : 7231.00  
 Doc. Id : STU 1 - 3.3      Acquisition Date : 10/23/2014  
 Doc. VL No. : 1      Pending Asset BSA : 0890  
 Doc. CL No. : 1      Pending Asset Sub BSA :  
 Vendor/Customer : VC0000000024  
 Fixed Asset Type : E

**Purchase Order Details**

Document : PO      Doc. VL No. : 1  
 Doc Dept : 101      Doc. CL No. : 1  
 Doc. Id : STU 1 - 3.3

**Shell Generation Details**

Purge Shell Record : ☐      Total Quantity/Unit Acquired : 0.00000  
 Generate Multiple Shell : ☒      Total Quantity Discarded : 0.00000  
 Shell Generated Date : 10/23/2014      Reversed (Unpend) Units : 0.00000  
 Total Capitalized Amount : 0.00      Reversed (Unpend) Amount : 0.00

[Top](#)

[FAPR Accounting Lines](#)    [Generated Shell Details](#)

4. In the Generated FA Document column, click the FAS document ID.

**Generated Shell**

Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
✓ FAS 101 SHEL15000006 1		1	

First Prev Next Last

[Copy](#) [Search](#)

▼ **Payment Request Details**

PR Document : PRC PR Doc. VL No. : 1  
 PR Doc. Dept. : 101 PR Doc. CL No. : 1  
 PR Doc. Id : STU 1 - 3.3

► **Fixed Asset Details**

► **Generated Shell Details**

- D. Complete the General Information tab in the Header component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  2. Click **Edit** to add information to the FAS document.

Fixed Asset Acquisition - Shell Generated(FAS) Dept: 101 ID: SHEL15000006 Ver.: 1 Function: New Phase: Draft Modified by Student1 01/22/2015

**Header**

[List View](#)

**General Information** Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance

Fixed Asset Intent Reference Document Information

Document Name:  Auto Generate FA Number: ☐  
 Record Date:  Prefix:   
 Budget FY:  Fixed Asset Number:   
 Fiscal Year:  Fixed Asset Description:   
 Period:  Document Total: \$7,231.00  
 Document Description:  Final Asset Value: \$7,231.00  
 Complex/Building:

Fixed Asset Equity Sources

Component	Total Lines: 1	Fixed Asset Number:	Component Number:	Component Number: 0001
Warranty	Fixed Asset Number: none	Component Number: none	FA Warranty Number: none	
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$7,231.00	
Posting	Total Lines: 0			

[Edit](#) [Copy](#) [Validate](#) [Submit](#) [Discard](#) [Print](#) [Processing](#) [Workflow](#) [File](#) [Close](#)

3. In the Document Description field enter *Complete FA Shell*.
4. Check the **Auto Generate FA Number** check box.

5. In the Fixed Asset Description field, enter *Copier*.
6. Ensure Event Type is set to FA01.

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Complex/Building:

Asset Status:

Asset Status Name:

Auto Generate FA Number: ☒

Prefix:

Fixed Asset Number:

Fixed Asset Description:

Document Total: \$7,231.00

Final Asset Value: \$7,231.00

Event Type:

Memo Asset: ☐

Asset System Number:

Asset System Description:

E. Complete the Responsibility Center tab in the Header component.

1. Click the Responsibility Center tab.
2. In the Fund field, enter your student data card information.
3. In the Department field, enter your student data card information.
4. In the Unit field, enter your student data card information.
5. In the Appr Unit field, enter your student data card information.

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance | Fixed Asset Intent Reference

Document Information

Custodian:

Accounting Template:

Fund:

Sub Fund:

Department:

Unit:

Sub Unit:

Appr Unit:

Object:

Sub Object:

Revenue:

Sub Revenue:

Dept Object:

Dept Revenue:

Activity:

Sub Activity:

Function:

Sub Function:

Reporting:

Sub Reporting:

Task:

Sub Task:

Task Order:

Major Program:

Program:

Phase:

Program Period:

Location:

Sub Location:

Assignee Employee Number:

Assignee Employee Name:

F. Complete the General Information tab in the Component component.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.

- Note the Component Number, Commodity, Unit and Units of Measure are inferred from the payment request.

Component		Total Lines: 1	Fixed Asset Number:	Component Number: 0001
<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> <div>Cost, Valuation &amp; Depreciation</div> </div>				
<div> <div>FAPR Reference</div> <div>Internal Sale Details</div> <div>Fixed Asset Intent Reference</div> <div>Insurance</div> </div>				
Component Number: 0001		Tag Number:		
Commodity: 60072		Base Asset: <input checked="" type="checkbox"/>		
Units: 1.00000		Description 1:		
Unit of Measure: EA		Description 2:		

- Complete the Specification tab of the Component component.

- Click the **Specification** tab.
- The **Manufacturer** field, will infer from the payment request if provided. For this example, enter **Ricoh**.
- In the **Model Number** field, enter **A1B2C3** to record the Copier's model number.
- In the **Serial Number** field, enter **12345** to record the Copier's serial number.

Component		Total Lines: 1	Fixed Asset Number:	Component Number: 0001
<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> </div>				
<div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal Sale Details</div> <div>Fixed Asset Intent Reference</div> <div>Insurance</div> </div>				
Manufacturer: RICOH		Serial Number: 12345		
Mfr Part Number:		Specification:		
Product/Category:		Warranty Type: <input type="text"/>		
Model Number: A1B2C3		Industry Identification:		
Drawing:		Barcode:		

- Complete the Acquisition Details tab in the Component component.

- Click the Acquisition Details tab.
- Note the Acquisition Date and Vendor fields infer from the payment request.
- In the **Acquisition Method** field, enter **PURC** for purchase.

Component		Total Lines: 1	Fixed Asset Number:	Component Number: 0001
<div> <div>Component General Information</div> <div>Specifications</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> </div>				
<div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal Sale Details</div> <div>Fixed Asset Intent Reference</div> <div>Insurance</div> </div>				
Acquisition Date: 10/23/2014		Vendor: VC0000000024		
Acquisition Method: PURC		Vendor Name: Staples		
Purchasing Authority:		Alias/DBA:		
Memo Disposal Value: \$0.00				

- Complete the Component Location Details tab in the Component component.

- Click the Component Location Details tab.
- In the **Location** field, select **Location A** for your department by using the picklist.

3. In the **Sub Location** field, select **Sub Location 001** for your department by using the picklist.

Component		Total Lines: 1	Fixed Asset Number:	Component Number: 0001
Component General Information	Specifications	Acquisition Details	<b>Component Location Details</b>	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Location: 101A	Sub Location: 001			
Address 1:	Complex / Building:			
Address 2:				
City:	Parcel ID:			
State:	Floor:			
Zip:	Section:			
County:	Room:			
Country:	Cubicle Number:			
Longitude:	Altitude/Elevation:			
Latitude:				

- J. Complete the Component Classification tab in the Component component.
1. Click the Component Classification tab.
  2. The Fixed Asset Classification defaults to Normal, as the FAS was created from the Shell Generation process. .
  3. In the Fixed Asset Catalog field, enter *1600-38*.
  4. Clear out the Fixed Asset Type field, and allow to infer from the Fixed Asset Catalog (This will occur after saving).
  5. In the In Service Date field, enter *today's date*.
  6. Click the **Save** button. Notice how other classification information is inferred, based on the Fixed Asset Catalog.

Component General Information	Specifications	Acquisition Details	Component Location Details	<b>Component Classification</b>
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Fixed Asset Classification: Normal	BSA: 0817			
Fixed Asset Catalog: 1600-38	Sub BSA:			
Fixed Asset Type: I	OBSA: 0890			
Fixed Asset Group: 1600	Sub OBSA:			
Useful Life: 5	Accum Depr BSA: 0868			
In Service Date: 01/22/2015	Accum Depr Sub BSA:			
Out-of-Service Date:				
Received Date:				

- K. Complete the Cost, Valuation & Depreciation tab from the Component component.
1. Click the Cost, Valuation & Depreciation tab.
  2. Verify the Depreciation Method field is set to Straight Line.

3. In the Depreciation Structure drop-down list, select Responsibility Center.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
<b>Cost, Valuation &amp; Depreciation</b>   FAPR Reference   Internal Sale Details   Fixed Asset Intent Reference   Insurance				
Closing Costs: \$0.00		Component Total: \$7,231.00		
Salvage Value: \$0.00		Final Component Value: \$7,231.00		
Valuation Date: <input type="text"/>		Depreciation Method: Straight Line		
Valuation Amount: <input type="text"/>		Depreciation Structure: Responsibility Center		
Replacement Date: <input type="text"/>		Replacement Type: <input type="text"/>		
Trade-In Credit: <input type="text"/>		Asset Being Replaced: <input type="text"/>		
Appraisal Date: <input type="text"/>		Replaced Asset Description: <input type="text"/>		
Appraiser Name: <input type="text"/>				

- L. Review all information in the Accounting component.
1. Click **Accounting** from the Secondary Navigation panel.
  2. From the **Responsibility Center Posting** ensure that the selection is **Yes**.
  3. Review the fields on this tab.

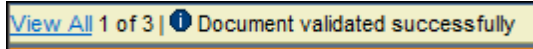
Accounting		Total Lines: 1	Accounting Line: 1	Line Amount: \$7,231.00
<b>General Information</b>   References   Fixed Asset Intent Reference   Fund Accounting   Detail Accounting				
Event Type: FA01		Budget FY: <input type="text"/>		
Accounting Template: <input type="text"/>		Fiscal Year: <input type="text"/>		
Line Description: <input type="text"/>		Period: <input type="text"/>		
Line Amount: \$7,231.00		Funding Fiscal Year: 2015		
Internal Sale Gain/Loss Amount:		Funding Budget FY: 2015		
Historic Asset Cost:		Responsibility Center Posting: Yes		
Accum Depr Amount: \$0.00				

4. Click the **References** tab; this is the document identifier information from the referenced encumbrance, payment and disbursement documents.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
PO Doc Code: PO	PR Doc Code: PRC	Disb Doc Code: MD		
PO Doc Dept Code: 101	PR Doc Dept Code: 101	Disb Doc Dept Code: 101		
PO Doc ID: STUD 1 - 3.3	PR Doc ID: STU 1 - 3.3	Disb Doc ID: STU 1 - 3.3		
PO Doc Vendor Line: 1	PR Doc Vendor Line: 1	Disb Doc Vendor Line: 1		
PO Doc Commodity 1 Line:	PR Doc Commodity 1 Line:	Disb Doc Accounting 1 Line:		
PO Doc Accounting 1 Line:	PR Doc Accounting 1 Line:	Debt ID: <input type="text"/>		

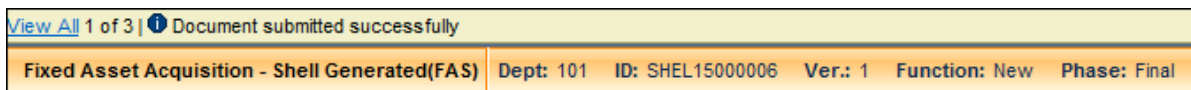


5. Click the **Fund Accounting** tab. These fields are inferred from the payment document.
6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: “**Document validated successfully.**”



M. Verify the generated Fixed Asset Number.

1. Click the **Header** component.
2. Click the General Information tab.
3. Verify that the Fixed Asset Number on the Header is auto generated and assigned.
4. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: “**Document submitted successfully.**”



5. Click **Close**.
6. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.5. Unpend a Fixed Asset Shell

To unpend (reverse) a generated FA shell document, perform the following steps:

1. Retrieve a generated FA Shell document from the document catalog. The generated shell can be identified either directly from the document catalog or from the Generated FA Shell Table.
2. On the FA document, select the **Event Type FA14**.
3. Select **Validate** and if no errors proceed to the next step. If errors exist, fix the errors, repeat **Validate** and proceed to the next step.
4. **Submit** the document.
5. Allow the document to go through workflow.

Verify the posting lines on the document. The document will also update the Unpend Quantity field on the FAPR table. No records will be inserted into the FAR tables or to the FA Journals for unpended assets.

## 4.6. Multiple Assets

Some Departments may need to acquire multiple identical or similar assets at the same time. For example, a Department may purchase multiple vehicles of the same model, and enter them all at one time.

Once purchasing and invoice processes are completed in AFIS, the Department receives purchased assets. The disbursement process then liquidates the payment and the Shell Generation job is run. The corresponding Shell documents display on FAPR, via the Generated Shells Details page.

The Fixed Asset Shell Generation Process in AFIS generates draft Fixed Asset Acquisition Shell Generated (FAS) documents (multiple Shell) one for each unit. The user with data entry authority opens each of the draft documents (from either the Document Catalog or FAPR, as discussed in an earlier lesson). Users with the appropriate security authority can edit each of the draft FAS documents and provide Responsibility Center information including Fund, Department, Unit and Appropriation Unit on the document Header and various identifying property information on the Component prior to submitting the document. In this case, the Fixed Asset Shell Generation Process generates one draft Fixed Asset Acquisition Shell Generated (FAS) document for each unit (Quantity), resulting in multiple Shells, meaning multiple FAS documents. Each of the documents goes through single level of approval within the Department before going to Final Phase.

Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
✓ <a href="#">FAS 101 SHEL15000168 1</a>		1	
<a href="#">FAS 101 SHEL15000169 1</a>		1	

First Prev Next Last

[Copy](#) [Search](#)

▼ **Payment Request Details**

PR Document :  PR Doc. VL No. :

PR Doc. Dept. :  PR Doc. CL No. :

PR Doc. Id :

► **Fixed Asset Details**

► **Generated Shell Details**

[Top](#)

[FAPR Commodity Lines](#)

## ACTIVITY 4.6

### Complete Multiple Shell Documents

#### Scenario

Two trucks were recently purchased under the same encumbrance and payment request. The Disbursement and Shell Generation jobs were run. Open the FAS shells and complete the open shells.

#### Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

- A. Use the Jump to field to open the FAPR table.
  1. In the **Jump to** field, enter FAPR.
  2. Click **Go**.
- B. Search for your payment document within the FAPR table.
  1. Click **Search**.
  2. In the **Document** field, enter **PRC**.
  3. In the Doc Dept field, enter your student data card information.
  4. In the Doc Id field, enter your student data card information.
  5. In the **Doc CL No** field, enter **1**.
  6. Click **OK** or press Enter on the keyboard.

Document : PRC Doc. CL No. : 1

Doc Dept : 101 Commodity :

Doc Unit : Acquisition Date :

Doc. Id : STU 1 - 4.5 Shell Generated Date :

Doc. VL No. :

Ok Clear Cancel

- C. Review the fixed asset shell information.
  1. The payment document displays on the FAPR table.

Fixed Asset Payment Request							
	Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓	PRC	101		STU 1 - 4.5	1	1	10/24/2014
First Prev Next Last							

**Note:** In Production, the Disbursement and Shell Generation jobs will be run before the FA shell displays on the FAPR table. For training purposes, this has already been done for you.


2. Click the **downward facing arrow** just below the grid to expand all sections. View the Shell Generated Date.
3. Click **Generated Shell Details** to see the 2 FAS documents created.

- Click the **FAS document** link to open the first shell document.

**Generated Shell**

Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
✓ <a href="#">FAS 101 SHELL5000168 1</a>		1	
<a href="#">FAS 101 SHELL5000169 1</a>		1	

First Prev Next Last

[Copy](#) [Search](#) 

▼ **Payment Request Details**

PR Document :  PR Doc. VL No. :

PR Doc. Dept. :  PR Doc. CL No. :

PR Doc. Id :


- Complete the General Information tab in the Header component.
  - When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  - Click **Edit** to add information to the FAS document.
  - Check the **Auto Generate FA Number** check box.
  - In the Document Description field, enter *Complete FA Shell*.
  - In the Fixed Asset Description field, enter *Red truck*.
  - Ensure Event Type is set to FA01.

**Header**

**General Information** | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:  

Budget FY:

Fiscal Year:


Period:

Document Description:

Complex/Building:

Auto Generate FA Number: ☒


Prefix:

Fixed Asset Number:  

Fixed Asset Description:

Document Total: \$26,670.00

Final Asset Value: \$26,670.00

Event Type:  

- Complete the Responsibility Center tab in the Header component.
  - Click the Responsibility Center tab.
  - In the Fund field, enter your student data card information.
  - In the Department field, enter your student data card information.
  - In the Unit field, enter your student data card information.

5. In the Appr Unit field, enter your student data card information.

Header		
<a href="#">General Information</a>   <a href="#">Extended Doc Description</a>   <b>Responsibility Center</b>   <a href="#">Composite Asset Information</a>   <a href="#">Infrastructure Maintenance</a>		
<a href="#">Fixed Asset Intent Reference</a>   <a href="#">Document Information</a>		
Custodian:	Revenue:	Task:
Accounting Template:	Sub Revenue:	Sub Task:
Fund: 9001	Dept Object:	Task Order:
Sub Fund:	Dept Revenue:	Major Program:
Department: 101	Activity:	Program:
Unit: 0101	Sub Activity:	Phase:
Sub Unit:	Function:	Program Period:
Appr Unit: 1010000	Sub Function:	Location:
Object:	Reporting:	Sub Location:
Sub Object:	Sub Reporting:	Assignee Employee Number:
		Assignee Employee Name:

F. Complete the General Information tab in the component.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.
3. Note the Component Number, Commodity Code, Unit and Units of Measure are inferred from the payment request.

<a href="#">Component General Information</a>   <a href="#">Specifications</a>   <a href="#">Acquisition Details</a>   <a href="#">Component Location Details</a>   <a href="#">Component Classification</a>	
<a href="#">Cost, Valuation &amp; Depreciation</a>   <a href="#">FAPR Reference</a>   <a href="#">Internal Sale Details</a>   <a href="#">Fixed Asset Intent Reference</a>   <a href="#">Insurance</a>	
Component Number: 0001	Tag Number:
Commodity: 072	Base Asset: <input checked="" type="checkbox"/>
Units: 1.00000	Description 1:
Unit of Measure: EA	Description 2:

G. Complete the Specifications tab.

1. Click the **Specifications** tab.
2. In the **Vehicle Year** field, enter **2015** for purchase.
3. In the **Make** field, enter **Chevy**.
4. In the **Vehicle Model** field, enter **Silverado**.

Vehicle Year:	2015
Vehicle Make:	Chevy
Vehicle Model:	Silverado

5. Observe other vehicle fields available, VIN, License Plate and Fuel Type.

H. Complete the Acquisition Details tab.

1. Click the Acquisition Details tab.
2. Note the Acquisition Date and Vendor fields infer from the payment request.



3. In the **Acquisition Method** field, enter **PURC** for purchase.

Component General Information	Specifications	<b>Acquisition Details</b>	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
<p><b>Acquisition Date:</b> 10/24/2014 </p> <p><b>Acquisition Method:</b> PURC </p> <p><b>Purchasing Authority:</b> <input type="text"/></p> <p><b>Memo Disposal Value:</b> \$0.00 <input type="text"/></p> <p><b>Vendor:</b> VC000000229 </p> <p><b>Vendor Name:</b> Courtesy Chevrolet</p> <p><b>Alias/DBA:</b> <input type="text"/></p>				

- I. Complete the Component Location Details tab.

- Click the Component Location Details tab.
- From the **Location** field, select **Location A** for your department by using the picklist.
- From the **Sub Location** field, select **Sub Location 001** for your department by using the picklist.

Component General Information	Specifications	Acquisition Details	<b>Component Location Details</b>	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
<p><b>Location:</b> 101A </p> <p><b>Sub Location:</b> 001 </p>				

- J. Complete the Component Classification tab.

- Click the Component Classification tab.
- The Fixed Asset Classification defaults to Normal, as the FA was created from the Shell Generation process.
- In the Fixed Asset Catalog field, enter *1072-48 (Truck (1 Ton & Less))*.
- Click **Save**. Verify that the Fixed Asset Type, Fixed Asset Group and Useful Life fields are inferred from the Fixed Asset Catalog (FACLG) table.
- In the In Service Date field, enter *today's date*.

Component General Information	Specifications	Acquisition Details	Component Location Details	<b>Component Classification</b>
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
<p><b>Fixed Asset Classification:</b> Normal </p> <p><b>Fixed Asset Catalog:</b> 1072-48 </p> <p><b>Fixed Asset Type:</b> V </p> <p><b>Fixed Asset Group:</b> 1072 </p> <p><b>Useful Life:</b> 5 <input type="text"/></p> <p><b>In Service Date:</b> 2/17/2015 </p> <p><b>Out-of-Service Date:</b> <input type="text"/> </p> <p><b>Received Date:</b> <input type="text"/> </p> <p><b>BSA:</b> 0811</p> <p><b>Sub BSA:</b></p> <p><b>OBSA:</b> 0890</p> <p><b>Sub OBSA:</b></p> <p><b>Accum Depr BSA:</b> 0865</p> <p><b>Accum Depr Sub BSA:</b></p>				

- K. Complete the Cost, Valuation & Depreciation tab.

- Click the Cost, Valuation & Depreciation tab.
- Verify the Depreciation Method field is set to Straight Line.

- From the Depreciation Structure drop-down list, select Responsibility Center.

*Note: The State will primarily use a Depreciation Structure of Funding Line.*

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
<b>Cost, Valuation &amp; Depreciation</b>				
Closing Costs: \$0.00		Component Total: \$26,670.00		
Salvage Value: \$2,667.00		Final Component Value: \$26,670.00		
Valuation Date: <input type="text"/>		Depreciation Method: Straight Line		
Valuation Amount: <input type="text"/>		Depreciation Structure: Responsibility Center		
Replacement Date: <input type="text"/>		Replacement Type: <input type="text"/>		
Trade-In Credit: <input type="text"/>				

- Review all information in the Accounting component.

- Click **Accounting** from the Secondary Navigation panel.
- Verify that the Responsibility Center Posting drop-down list is **Yes**.

*Note: The State will typically select a Responsibility Center Posting of 'No.'*

- Review the fields on this tab.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type: FA01		Budget FY: <input type="text"/>		
Accounting Template: <input type="text"/>		Fiscal Year: <input type="text"/>		
Line Description: <input type="text"/>		Period: <input type="text"/>		
Line Amount: \$26,670.00		Funding Fiscal Year: 2015		
Internal Sale Gain/Loss Amount:		Funding Budget FY: 2015		
Historic Asset Cost:		Responsibility Center Posting: Yes		
Accum Depr Amount: \$0.00				

- Click the **References** tab; this is the document identifier information from the referenced encumbrance, payment and disbursement documents.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
PO Doc Code: PO	PR Doc Code: PRC	Disb Doc Code: MD		
PO Doc Dept Code: 101	PR Doc Dept Code: 101	Disb Doc Dept Code: 101		
PO Doc ID: STU 1 - 4.5	PR Doc ID: STU 1 - 4.5	Disb Doc ID: STU 1 - 4.5		
PO Doc Vendor Line: 1	PR Doc Vendor Line: 1	Disb Doc Vendor Line: 1		
PO Doc Commodity Line: 1	PR Doc Commodity Line: 1	Disb Doc Accounting Line: 1		
PO Doc Accounting Line: 1	PR Doc Accounting Line: 1	Debt ID: <input type="text"/>		

- Click the **Fund Accounting** tab. These fields are inferred from the payment document.



- Click the Validate button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: "Document validated successfully."

View All 1 of 3 | Document validated successfully

Fixed Asset Acquisition - Shell Generated(FAS) Dept: 101 ID: SHEL15000168 Ver.: 1 Function: New Phase: Draft Modified by Student1 02/17/2015

**Accounting** Total Lines: 1 Accounting Line: 1 Line Amount: \$26,670.00

Accounting Line	Line Amount	Event Type	Responsibility Center Posting
1	\$26,670.00	FA01	Yes

From 1 to 1 Total: 1

Go to line:  Go

List View

General Information References Fixed Asset Intent Reference **Fund Accounting** Detail Accounting

Fund: 9001 Object: 8411 OBSA:   
 Sub Fund: Sub Object: Sub OBSA:   
 Department: 101 Revenue: Pending BSA: 0890   
 Unit: 0101 Sub Revenue: Pending Sub BSA:   
 Sub Unit: BSA: Dept Object:   
 Appr Unit: 1010000 Sub BSA: Dept Revenue:

M. Verify the generated Fixed Asset Number.

- Click the **Header** component.
- Click the General Information tab.
- Verify that the Fixed Asset Number on the Header is auto generated and assigned.

**Header**

List View

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance Fixed Asset Intent Reference

Document Information


Document Name:  Auto Generate FA Number: ☒   
 Record Date:  Prefix:    
 Budget FY:  Fixed Asset Number: FA0000026

- Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "Document submitted successfully."
- Click **Close**.

N. Repeat above steps for the remaining FAS document by accessing FAPR's Generated Shells Details page.

- You are returned to the FAPR table. Note the new fixed asset number appears in the FA No. column.

- Click the FAS document link to open the second shell document.

Generated Shell			
Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
<a href="#">FAS 101 SHEL15000168 1</a>	FA0000026	1	26670.00
✓ <a href="#">FAS 101 SHEL15000169 1</a>		1	
First Prev Next Last 			

- Repeat steps D-M.
- Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.7. Standard Purchases

Standard purchases refer to the acquisition of a Fixed Asset. As previously mentioned, the Fixed Asset Acquisition (FA or FAS) documents are used to record all newly acquired Fixed Assets. In Section 4.3, we discussed the fields on the FA document. There are instances when an FA document should be created manually, outside of the Shell generation process. Such FA manual creation instances include:

- If the assets (such as assets paid for in AFIS) are not acquired through the procurement system with a payment document.
- If it is a donated/contributed asset.
- If a user needs to correct an item that came over incorrectly in the Shell process.

For these cases, a payment document is not created, which prevents the Shell Generation process from automatically creating an FAS document. To create a manual FA document, use the document catalog.

### ACTIVITY 4.7

#### Manually Create an FA Document

##### Scenario

Your department records the purchase of a Harley Davidson Motorcycle for the price of \$6,500. Since it is purchased using a non-commodity based document (GAX), it will not be picked up in the Shell Generation process. Create an FA manually, via the Document Catalog, and then access the Fixed Asset Registry to view your newly created asset information.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- Create an FA document from the Document Catalog.

1. Click **Search** from Secondary Navigation Panel.
2. Click Document Catalog.
3. Click **Create**.
4. In the **Code** field, enter **FA**.
5. In the Dept. field, enter your student data card information.
6. Check the **Auto Numbering** check box.
7. Click **Create**.

Document Catalog

Search

▼ Document Identifier

Code : FA Unit :

Dept. : 101 ID :

▼ Other Options

Auto Numbering : ☒

Create Template : ☐

Create

Menu

B. Complete the General Information tab in the Header component.

1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.  
Write down the Document ID here. \_\_\_\_\_.
2. In the Fixed Asset Number field enter *your student data card information*.
3. In the Fixed Asset Description field, enter *Motorcycle - Harley*.
4. In the Document Description field, enter *Acquisition of a Purchased Motorcycle*.
5. Ensure Event Type is set to FA01.

Header

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Acquisition of a Purchased Motorcycle

Complex/Building:

Asset Status:

Auto Generate FA Number: ☐

Prefix:

Fixed Asset Number: STU1-HARLEY

Fixed Asset Description: MOTORCYCLE - HARLEY

Document Total: \$0.00

Final Asset Value: \$0.00

Event Type: FA01

Memo Asset: ☐

Asset System Number:

C. Complete the Responsibility Center tab in the Header component.

1. Click the Responsibility Center tab.
2. In the Fund field, enter your student data card information.

3. In the Department field, enter your student data card information.
4. In the Unit field, enter your student data card information.
5. In the Appr Unit field, enter your student data card information.

General Information		Extended Doc Description		Responsibility Center		Composite Asset Information		Infrastructure Maintenance	
Fixed Asset Intent Reference				Document Information					
Custodian: <input type="text"/>		Revenue: <input type="text"/>		Task: <input type="text"/>					
Accounting Template: <input type="text"/>		Sub Revenue: <input type="text"/>		Sub Task: <input type="text"/>					
Fund: 9001 <input type="text"/>		Dept Object: <input type="text"/>		Task Order: <input type="text"/>					
Sub Fund: <input type="text"/>		Dept Revenue: <input type="text"/>		Major Program: <input type="text"/>					
Department: 101 <input type="text"/>		Activity: <input type="text"/>		Program: <input type="text"/>					
Unit: 0101 <input type="text"/>		Sub Activity: <input type="text"/>		Phase: <input type="text"/>					
Sub Unit: <input type="text"/>		Function: <input type="text"/>		Program Period: <input type="text"/>					
Appr Unit: 1010000 <input type="text"/>		Sub Function: <input type="text"/>		Location: <input type="text"/>					
Object: <input type="text"/>		Reporting: <input type="text"/>		Sub Location: <input type="text"/>					
Sub Object: <input type="text"/>		Sub Reporting: <input type="text"/>		Assignee Employee Number: <input type="text"/>					
				Assignee Employee Name: <input type="text"/>					

D. Complete the General Information tab in the Component component.


1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.
3. Click Insert New Line.
4. In the **Component Number** field, enter **01**.
5. In the **Commodity Code** field, enter **07156**.
6. In the **Units** field, enter **1**.
7. In the **Units of Measure** field, enter **EA** (Each).

Component General Information		Specifications		Acquisition Details		Component Location Details		Component Classification	
Cost, Valuation & Depreciation		FAPR Reference		Internal Sale Details		Fixed Asset Intent Reference		Insurance	
Component Number: 01 <input type="text"/>		Tag Number: <input type="text"/>							
Commodity: 07156 <input type="text"/>		Base Asset: <input type="checkbox"/>							
Units: 1 <input type="text"/>		Description 1: <input type="text"/>							
Unit of Measure: EA <input type="text"/>		Description 2: <input type="text"/>							

E. Complete the Specifications tab.




1. Click the **Specifications** tab.
2. In the Manufacturer field enter *Harley Davidson*.
3. In the Model Number enter *H6700*.
4. In the Vehicle Year enter *2014*.
5. In the **VIN** enter **VAROOM12345**.

6. From the **Fuel Type** pick list, select **UNL**.

Component		Total Lines: 1	Fixed Asset Num
Manufacturer:	HARLEY DAVIDSON		
Mfr Part Number:			
Product/Category:			
Model Number:	H6700		
Drawing:			
Piece:			
Supplier Part Number:			
Weight:			
Size:			
Vehicle Year:	2014		
Vehicle Make:			
Vehicle Model:			
VIN:	VAROOM12345		
License Plate:			
Fuel Type:	UNL 		
Unleaded Gasoline			



F. Complete the Acquisition Details tab.

1. Click the **Acquisition Details** tab.
2. In the Acquisition Date field, enter *10/01/2014*.
3. In the **Acquisition Method** field, enter **PURC** for purchase.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
<div> <div>Acquisition Date:</div> <div>10/01/2014 </div> </div> <div> <div>Acquisition Method:</div> <div>PURC </div> </div> <div> <div>Purchasing Authority:</div> <div></div> </div> <div> <div>Memo Disposal Value:</div> <div></div> </div> <div> <div>Vendor:</div> <div></div> </div> <div> <div>Vendor Name:</div> <div></div> </div> <div> <div>Alias/DBA:</div> <div></div> </div>				

G. Complete the Component Location Details tab.

1. Click the Component Location Details tab.
2. In the Location field, select Location A *from your student data card information*.
3. In the Sub Location field, select Sub Location 001 *from your student data card information*.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
<div> <div>Location:</div> <div>101A </div> </div> <div> <div>Sub Location:</div> <div>001 </div> </div>				

## H. Complete the Component Classification tab.

1. Click the Component Classification tab.
2. From the Fixed Asset Classification drop-down list, select Adjustment.
3. In the Fixed Asset Catalog field, enter *1070-12*.
4. Click **Save**. Verify that the Fixed Asset Type, Fixed Asset Group, Depreciation Method and Useful Life fields are inferred from the Fixed Asset Catalog (FACLG) table.

**In the In Service Date field, enter *today's date*.**

Component General Information	Specifications	Acquisition Details	Component Location Details	<b>Component Classification</b>
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Fixed Asset Classification:	Adjustment ▼	BSA: 0811
Fixed Asset Catalog:	1070-12	Sub BSA:
Fixed Asset Type:	V	OBSA: 3610
Fixed Asset Group:	1070	Sub OBSA:
Useful Life:	5	Accum Depr BSA: 0865
In Service Date:	2/17/2015	Accum Depr Sub BSA:
Out-of-Service Date:		
Received Date:		

## I. Complete the Cost, Valuation &amp; Depreciation tab.

1. Click the Cost, Valuation & Depreciation tab.
2. Verify the Depreciation Method field is set to **Straight Line**.
3. In the Depreciation Structure drop-down list, select Responsibility Center.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
<b>Cost, Valuation &amp; Depreciation</b>	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Closing Costs:	\$0.00	Component Total:	\$0.00
Salvage Value:	\$0.00	Final Component Value:	\$0.00
Valuation Date:		Depreciation Method:	Straight Line ▼
Valuation Amount:		Depreciation Structure:	Responsibility Center ▼

## J. Complete the General Information tab of the Accounting information.

1. Click **Accounting** from the Secondary Navigation panel.
2. Click Insert New Line.
3. In the **Line Amount** field, enter **\$6,500**.
4. In the **Funding Fiscal Year** field, enter **2015** (current year).
5. In the **Funding Budget FY** field, enter **2015** (current year).

6. From the **Responsibility Center Posting** drop-down list, select **Yes**.

General Information		References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type:				Budget FY:	
Accounting Template:				Fiscal Year:	
Line Description:	<div></div>			Period:	
Line Amount:	6,500			Funding Fiscal Year:	2015
Internal Sale Gain/Loss Amount:				Funding Budget FY:	2015
Historic Asset Cost:				Responsibility Center Posting:	Yes ▼
Accum Depr Amount:					

- K. Complete the **Fund Accounting** tab of the Accounting component.

1. Click the **Fund Accounting** tab.
2. In the Fund field, enter your student data card information.
3. In the Department field, enter your student data card information.
4. In the Unit field, enter your student data card information.
5. In the Appr Unit field, enter your student data card information.

General Information		References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Fund:	9001			Object:	
Sub Fund:				Sub Object:	
Department:	101			Revenue:	
Unit:	0101			Sub Revenue:	
Sub Unit:				BSA:	
Appr Unit:	1010000			Sub BSA:	
				OBSA:	
				Sub OBSA:	
				Pending BSA:	
				Pending Sub BSA:	
				Dept Object:	
				Dept Revenue:	

6. Click the **Validate** button to check for errors.
7. If any other errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen:  
**"Document validated successfully."**

- L. Verify the Fixed Asset Number.

1. Click the **Header** component.
2. Click the General Information tab.

3. Verify the Fixed Asset Number on the Header. It will be used in later activities. Write it down here \_\_\_\_\_

View All 1 of 1 | Document validated successfully

Fixed Asset Acquisition(FA) Dept: 101 ID: 201500000077 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 02/17

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Acquisition of a Purchased Motorcycle.

Complex/Building:

Auto Generate FA Number: ☐

Prefix:

Fixed Asset Number: STU1-HARLEY

Fixed Asset Description: MOTORCYCLE - HARLEY

Document Total: \$6,500.00

Final Asset Value: \$6,500.00

Event Type: FA01

4. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner:  
**"Document submitted successfully."**

M. Navigate to Fixed Asset Registry Header (FARHDR) and verify that Header information of the asset created above is appropriately updated.

1. In the **Jump to** field, enter **FARHDR**.
2. Click **Go**. The FARHDR table opens. A search window displays.
3. In the Fixed Asset Number field, enter *number from step L3*.
4. Click **Ok**.

Fixed Asset Number: STU1-HARLEY

Summary Asset Value:

Asset Description:

Department:

Unit:

Activity:

Asset Type:

Asset Group:

Acquisition Date:

Last Depreciation Date:

Asset System Number:

Asset System Description:

FN Doc Code:

FN Doc Dept:

FN Doc ID:

Asset Status:

Ok Clear Cancel



5. Click the Expand All arrow just below the grid to expand all sections and review all fields.

**Fixed Asset Registry Header**

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU1-HARLEY	MOTORCYCLE - HARLEY	101	0101	\$6,500.00

First Prev Next Last

[Search](#)

**General Information**

Fixed Asset Number : STU1-HARLEY      Summary Closing Costs : \$0.00

Summary Asset Value : \$6,500.00      Summary Salvage Value : \$650.00

Summary Accumulated Depreciation : \$0.00      Summary Selling Price : \$0.00

Summary Net Book Value : \$6,500.00      Historic Asset Cost : \$6,500.00

Summary Valuation Amount : \$0.00      Asset System Number :

Asset Description : MOTORCYCLE - HARLEY      Asset System Description :

**Responsibility Center**

Custodian :       Appr Unit : 1010000      Task :

Fund : 9001      Object :       Sub Task :

Sub Fund :       Sub Object :       Task Order :

Government Branch : 02      Revenue :       Major Program :

Cabinet : 01      Sub Revenue :       Program :

Department : 101      Dept Object :       Phase :

Division : 101      Dept Revenue :       Program Period :

- N. Navigate to Fixed Asset Registry Component (FARCOMP) and verify that Component information of the asset created above is appropriately updated.

1. Click **Fixed Asset Registry Component** link at the bottom of the Fixed Asset Registry Header page.


[Fixed Asset Registry Component](#)
[Fixed Asset Equity Sources](#)
[Fixed Asset Balance Summary](#)

- Click the Expand All arrow just below the grid to expand all sections.

**Fixed Asset Registry Component**

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU1-HARLEY	01	\$6,500.00	07156

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▼ **General Information**

Fixed Asset Number : STU1-HARLEY      Component Value : \$6,500.00  
 Component Number : 01      Component Accumulated Depreciation : \$0.00  
 Asset Status :      Component Net Book Value : \$6,500.00  
                                  Historic Asset Cost : \$6,500.00  
                                  Asset System Number :  
                                  Asset System Description :

▼ **Asset Classification & Location**

Classification Indicator : Adjustment      Location : 101A  
 Asset Type : V      Loc A Dept 101  
                  Vehicles  
 Asset Catalog : 1070-12      Sub Location : 001  
 Asset Group : 1070      Complex / Building :  
                  AUTO VEHICLE  
 Asset Group Class :  
 Asset Group Category : 17

- Navigate to Fixed Asset Registry Accounting (FARACTG) and verify that Accounting information is appropriately updated, then return to the Home page.

- Click **Fixed Asset Registry Accounting** link from the bottom of the Fixed Asset Registry Component page.


[Fixed Asset Registry Accounting](#)  
 [FA Depreciation History](#)  
 [FA Depreciation Elements Changes](#)  
 [Fixed Asset Warranty](#)  
[Fixed Asset Repair & Maintenance](#)  
 [Fixed Asset Equity Sources](#)  
[Fixed Asset Registry Header](#)  
 [Fixed Asset Component Balance Summary](#)

- Click the downward facing arrow just below the grid to expand all sections.

**Fixed Asset Registry Accounting**

Fixed Asset Number	Component Number	Accounting Line Amount
✓ STU1-HARLEY	01	\$6,500.00

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[Search](#) 

▼ **General Information**

Fixed Asset Number :	STU1-HARLEY	Accumulated Depreciation :	\$0.00
Component Number :	01	Net Book Value :	\$6,500.00
Accounting Line Amount :	\$6,500.00	Selling Price :	\$0.00
		Historic Asset Cost :	\$6,500.00

▼ **Fund Accounting**

Funding AFY :	2015	Object :	
Funding BFY :	2015	Sub Object :	
Fund :	9001	Revenue :	
Sub Fund :		Sub Revenue :	
Department :	101	Dept Object :	
Unit :	0101	Dept Revenue :	
Sub Unit :		General Capital Assets(GCA) Fund :	<input checked="" type="checkbox"/>
Appr Unit :	1010000	Responsibility Center Posting :	<input checked="" type="checkbox"/>

▼ **Detail Accounting**

Location :		Reporting :		Major Program :	
------------	--	-------------	--	-----------------	--

- Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.8. Donation

A private individual or organization may donate an asset to a State Department, at no cost. The Department has the ability to record a donated asset in AFIS. The Department estimates the value of the donated asset, typically at fair market value. Users with appropriate security authority will create a Fixed Asset Acquisition (FA) document, to record the donation in AFIS. There are two key differences between a donated asset and a standard purchase:

- Acquisition Method set to Gift/Donation
- Fixed Asset Classification set to Contributed

The document goes through a single level of approval within the Department, before going to a Final status.

**ACTIVITY 4.8****Create an FA Document for a Donated Asset****Scenario**

You acquire cafeteria furniture (metal) valued at \$13,800 through donation. Record the asset by manually creating an FA document. There will be two components: 01 = \$7,200; 02 = \$6,600 Other relative information remains the same on both components.

**Setup**

- ✓ User is logged into the AFIS Home Page.

**Steps**

- A. Create an FA document from the Document Catalog.
  1. Click **Search** from the Secondary Navigation Panel.
  2. Click Document Catalog.
  3. Click **Create**.
  4. In the **Code** field, enter **FA**.
  5. In the Dept. field, enter your student data card information.
  6. Check the **Auto Numbering** check box.
  7. Click Create.

The screenshot shows the 'Document Catalog' form. Under the 'Document Identifier' section, the 'Code' field contains 'FA', 'Unit' is empty, 'Dept.' contains '101', and 'ID' is empty. Under the 'Other Options' section, the 'Auto Numbering' checkbox is checked, and the 'Create Template' checkbox is unchecked. At the bottom left, there are two buttons: 'Create' and 'Menu'. A hand cursor is hovering over the 'Create' button.

- B. Complete the General Information tab in the Header component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.  
Write down the Document ID here. \_\_\_\_\_.
  2. Check the **Auto Generate FA Number** check box.
  3. In the Fixed Asset Description field, enter *Donated Cafeteria Furniture*.
  4. In the Document Description field, enter *Received donated cafeteria furniture*.

5. Ensure **Event Type** is set to **FA01**.

Header	
General Information	Extended Doc Description   Responsibility Center   Composite Asset Information   Infrastructure Maintenance
Fixed Asset Intent Reference	Document Information
Document Name: <input type="text"/>	Auto Generate FA Number: <input checked="" type="checkbox"/>
Record Date: <input type="text"/>	Prefix: <input type="text"/>
Budget FY: <input type="text"/>	Fixed Asset Number: <input type="text"/>
Fiscal Year: <input type="text"/>	Fixed Asset Description: DONATED CAFETERIA FURNITURE
Period: <input type="text"/>	Document Total: \$0.00
Document Description: Received donated cafeteria furniture	Final Asset Value: \$0.00
Complex/Building: <input type="text"/>	Event Type: FA01
	Memo Asset: <input type="checkbox"/>

C. Complete the Responsibility Center tab in the Header component.

1. Click the Responsibility Center tab.
2. In the Fund field, enter your student data card information.
3. In the Department field, enter your student data card information.
4. In the Unit field, enter your student data card information.
5. In the Appr Unit field, enter your student data card information.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Infrastructure Maintenance
Fixed Asset Intent Reference	Document Information			
Custodian: <input type="text"/>	Revenue: <input type="text"/>	Task: <input type="text"/>		
Accounting Template: <input type="text"/>	Sub Revenue: <input type="text"/>	Sub Task: <input type="text"/>		
Fund: 9001	Dept Object: <input type="text"/>	Task Order: <input type="text"/>		
Sub Fund: <input type="text"/>	Dept Revenue: <input type="text"/>	Major Program: <input type="text"/>		
Department: 101	Activity: <input type="text"/>	Program: <input type="text"/>		
Unit: 0101	Sub Activity: <input type="text"/>	Phase: <input type="text"/>		
Sub Unit: <input type="text"/>	Function: <input type="text"/>	Program Period: <input type="text"/>		
Appr Unit: 1010000	Sub Function: <input type="text"/>	Location: <input type="text"/>		
Object: <input type="text"/>	Reporting: <input type="text"/>	Sub Location: <input type="text"/>		

D. Complete the General Information tab in the Component component.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.
3. Click Insert New Line.
4. In the **Component Number** field, enter **01**
5. In the **Commodity Code** field, enter **420**.
6. In the **Units** field, enter **1**.

7. In the **Units of Measure** field, enter **EA** (Each).

<b>Component General Information</b>	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Component Number:	01		Tag Number:	
Commodity:	420		Base Asset:	<input type="checkbox"/>
Units:	1		Description 1:	
Unit of Measure:	EA		Description 2:	

- E. Complete the Specification tab.

1. Click the **Specification** tab.
2. In the **Manufacturer** field, enter **Norix** to record the furniture's manufacturer.
3. In the **Model Number** field, enter **B200** to record the furniture's model number.
4. In the **Serial Number** field, enter **13579** to record the furniture's serial number.

- F. Complete the Acquisition Details tab.

1. Click the Acquisition Details tab.
2. In the Acquisition Date field, enter *10/01/2014*.
3. From the **Acquisition Method** pick list, select **GIFT**.

Component General Information	Specifications	<b>Acquisition Details</b>	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Acquisition Date:	10/01/2014		Vendor:	
Acquisition Method:	GIFT		Vendor Name:	
Purchasing Authority:			Alias/DBA:	
Memo Disposal Value:				

- G. Complete the Component Location Details tab.

1. Click the Component Location Details tab.
2. In the Location field, enter Location A value from your student data card information.
3. From the **Sub Location** field, use the picklist to select **001**.

- H. Complete the Component Classification tab.

1. Click the Component Classification tab.
2. From the Fixed Asset Classification drop-down list, select **Contributed**.
3. In the **Fixed Asset Catalog** field, enter **1420-84**.
4. Click **Save**. Verify that the Fixed Asset Type, Fixed Asset Group, and Useful Life fields are inferred from the Fixed Asset Catalog (FACLG) table.

5. In the In Service Date field, enter *today's date*.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Fixed Asset Classification: Contributed Fixed Asset Catalog: 1420-84 Fixed Asset Type: F Fixed Asset Group: 1420 Useful Life: 5 In Service Date: 2/17/2015 Out-of-Service Date: Received Date:		BSA: 0813 Sub BSA: OBSA: 3006 Sub OBSA: Accum Depr BSA: 0866 Accum Depr Sub BSA:		

- I. Complete the Cost, Valuation & Depreciation tab.

1. Click the Cost, Valuation & Depreciation tab.
2. Verify the Depreciation Method field is set to Straight Line.
3. In the Depreciation Structure drop-down list, select Responsibility Center.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation Closing Costs: \$0.00 Salvage Value: \$0.00 Valuation Date: Valuation Amount:		FAPR Reference Internal Sale Details Fixed Asset Intent Reference Insurance Component Total: \$0.00 Final Component Value: \$0.00 Depreciation Method: Straight Line Depreciation Structure: Responsibility Center		

- J. Complete the General Information tab of the Accounting information.

1. Click **Accounting** from the Secondary Navigation panel.
2. Click Insert New Line.
3. In the **Line Amount** field, enter **7,200.00**. (Appraised Value)
4. In the **Funding Fiscal Year** field, enter **2015** (current year).
5. In the Funding Budget FY field, enter 2015 (current year).

6. From the **Responsibility Center Posting** drop-down list, select **Yes**.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type:			Budget FY:	
Accounting Template:			Fiscal Year:	
Line Description:	<div></div>		Period:	
Line Amount:	7200		Funding Fiscal Year:	2015
Internal Sale Gain/Loss Amount:			Funding Budget FY:	2015
Historic Asset Cost:			Responsibility Center Posting:	Yes ▼
Accum Depr Amount:				

- K. Complete the Fund Accounting tab of the Accounting component.

1. Click the **Fund Accounting** tab.
2. In the Fund field, enter the value from *your student data card information*.
3. In the Department field, enter your student data card information.
4. In the Unit field, enter your student data card information.
5. In the Appr Unit field, enter your student data card information.

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	
Fund:	9001	Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:	101	Revenue:		Pending BSA:	
Unit:	0101	Sub Revenue:		Pending Sub BSA:	
Sub Unit:		BSA:		Dept Object:	
Appr Unit:	1010000	Sub BSA:		Dept Revenue:	

- L. Complete the General Information tab in the Component component for the addition of component 02.

1. Click **Component** from the Secondary Navigation Panel.
2. Click on the **Copy Line** feature to the right of component 01 in the grid.

Component				
Total Lines: 1 Fixed Asset Number: Component Number: 01				
Fixed Asset Number	Component Number	Component Total	Units	
01		\$7,200.00	1.00000	
from 1 to 1 Total: 1				
First Previous Next Last				
Go to line:				Go


3. Click the **Insert Copied Line** button at the bottom of the window.

Save	Undo	Insert New Line	Insert Copied Line	Edit with Grid
Copy	Validate	Submit	Discard	





M. Complete the General Information tab in the Component component.

1. In the **Component Number** field, change the Component to **02**.

<b>Component General Information</b>	Specifications
Cost, Valuation & Depreciation	FAPR Reference
<b>Component Number:</b> <input type="text" value="02"/> 	

N. Complete the General Information tab of the Accounting information for Component 02.

1. Click **Accounting** from the Secondary Navigation panel.
2. Click Insert New Line.
3. In the **Line Amount** field, enter \$6,600 (Appraised Value)
4. In the **Funding Fiscal Year** field, enter **2015** (current year).
5. In the **Funding Budget FY** field, enter **2015** (current year).
6. **From the Responsibility Center Posting** drop-down list, select Yes.

<b>General Information</b>	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
<b>Event Type:</b> <input type="text"/> 				
<b>Accounting Template:</b> <input type="text"/> 		<b>Budget FY:</b> <input type="text"/>		
<b>Line Description:</b> <input type="text"/>		<b>Fiscal Year:</b> <input type="text"/>		
<b>Line Amount:</b> <input type="text" value="6,600"/>		<b>Period:</b> <input type="text"/>		
<b>Internal Sale Gain/Loss Amount:</b> <input type="text"/>		<b>Funding Fiscal Year:</b> <input type="text" value="2015"/>		
		<b>Funding Budget FY:</b> <input type="text" value="2015"/>		
		<b>Responsibility Center Posting:</b> <input type="text" value="Yes"/>		

O. Complete the Fund Accounting tab of the Accounting component.

1. Click the **Fund Accounting** tab.
2. In the **Fund** field, enter the value from the student data card.
3. In the Department field, enter your student data card information.
4. In the Unit field, enter your student data card information.
5. In the Appr Unit field, enter your student data card information.

P. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"

Q. Verify the generated Fixed Asset Number.

1. Click the **Header** component.
2. Click the General Information tab.

3. Verify that the Fixed Asset Number on the Header is auto generated and assigned. Write it here for use in later steps \_\_\_\_\_.
  4. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner:  
**"Document submitted successfully."**
- R. Navigate to Fixed Asset Registry Header (FARHDR) and verify that Header information of the asset created above is appropriately updated.
1. In the **Jump to** field, enter **FARHDR**.
  2. Click **Go**. The FARHDR table opens. A search window displays.
  3. In the Fixed Asset Number field, enter *value written down above*.
  4. Click **OK**.

Fixed Asset Number :	FA0000028	Acquisition Date :	<input type="text"/>
Summary Asset Value :	<input type="text"/>	Last Depreciation Date :	<input type="text"/>
Asset Description :	<input type="text"/>	Asset System Number :	<input type="text"/>
		Asset System Description :	<input type="text"/>
Department :	<input type="text"/>	FN Doc Code :	<input type="text"/>
Unit :	<input type="text"/>	FN Doc Dept :	<input type="text"/>
Activity :	<input type="text"/>	FN Doc ID :	<input type="text"/>
Asset Type :	<input type="text"/>	Asset Status :	<input type="text"/>
Asset Group :	<input type="text"/>		


Ok Clear Cancel

5. Click the downward facing arrow just below the grid to expand all sections.

**Fixed Asset Registry Header**

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ FA0000028	DONATED CAFETERIA FURNITURE	101	0101	\$13,800.00

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▼ **General Information**

Fixed Asset Number :	FA0000028	Summary Closing Costs :	\$0.00
Summary Asset Value :	\$13,800.00	Summary Salvage Value :	\$0.00
Summary Accumulated Depreciation :	\$0.00	Summary Selling Price :	\$0.00
Summary Net Book Value :	\$13,800.00	Historic Asset Cost :	\$13,800.00
Summary Valuation Amount :	\$0.00	Asset System Number :	
Asset Description :	DONATED CAFETERIA FURNITURE	Asset System Description :	

▼ **Responsibility Center**

Custodian :	Appr Unit :	1010000	Task :
Fund :	9001	Object :	Sub Task :
Sub Fund :		Sub Object :	Task Order :
Government Branch :	02	Revenue :	Major Program :
Cabinet :	01	Sub Revenue :	Program :
Department :	101	Dept Object :	Phase :
Division :	101	Dept Revenue :	Program Period :


- S. Navigate to Fixed Asset Registry Component (FARCOMP) and verify that Component information of the asset created above is appropriately updated.
1. Click **Fixed Asset Registry Component** link from the bottom of the Fixed Asset Registry Header page.

- Click the downward facing arrow just below the grid to expand all sections.

Fixed Asset Registry Component

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ FA0000028	01	\$7,200.00	420
FA0000028	02	\$6,600.00	420

First Prev Next Last

Search 

▼ General Information

Fixed Asset Number : FA0000028      Component Value : \$7,200.00  
Component Number : 01      Component Accumulated Depreciation : \$0.00  
Asset Status :      Component Net Book Value : \$7,200.00  
Historic Asset Cost : \$7,200.00  
Asset System Number :  
Asset System Description :

▼ Asset Classification & Location

Classification Indicator : Contributed      Location : 101A  
Asset Type : F      Loc A Dept 101  
Furniture  
Asset Catalog : 1420-84      Sub Location : 001  
Asset Group : 1420      Complex / Building :  
FURNITURE CAFE  
Asset Group Class :

- Navigate to Fixed Asset Registry Accounting (FARACTG) and verify that Accounting information is appropriately updated, then return to the Home page.
  - In the **Jump to** field, enter **FARACTG** and select Go. A search window displays.
  - In the **Fixed Asset Number** field, enter the *value written down above*.
  - Click **Ok**. Two Accounting Lines are displayed for your Fixed Asset Number.

4. Click the downward facing arrow just below the grid to expand all sections.

**Fixed Asset Registry Accounting**

Fixed Asset Number	Component Number	Accounting Line Amount
✓ FA0000028	01	\$7,200.00
FA0000028	02	\$6,600.00

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number : FA0000028      Accumulated Depreciation : \$0.00  
 Component Number : 01      Net Book Value : \$7,200.00  
 Accounting Line Amount : \$7,200.00      Selling Price : \$0.00  
    Historic Asset Cost : \$7,200.00

▼ **Fund Accounting**

Funding AFY : 2015      Object :  
 Funding BFY : 2015      Sub Object :  
 Fund : 9001      Revenue :  
 Sub Fund :      Sub Revenue :  
 Department : 101      Dept Object :  
 Unit : 0101      Dept Revenue :  
 Sub Unit :      General Capital Assets(GCA) Fund : ☒  
 Appr Unit : 1010000      Responsibility Center Posting : ☒

5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.9. Memo Asset

Memo assets must meet the Commodity asset threshold (COMMFA) for the purpose of Shell generation, but not the capitalization threshold (FACC).

Only stewardship, memo assets need to be entered in AFIS; however, Departments can record and track memo assets in AFIS for other purposes, using the FA document.

Once the purchasing and invoicing processes are completed, a Department receives a Fixed Asset number and a Custodian is identified for the asset. When an asset meets the COMMFA table, a FA Shell is generated. If the asset does not meet the Commodity Shell criteria, no FA Shell is generated. A user with data entry authority can manually create an FA document.

There are two key asset logging differences between a memo asset and a standard purchase.

- Check the Memo Asset check box on the Header
- Fixed Asset Classification set to Memo

Once the memo FA document is submitted, it goes through a single level of approval within the Department, before going to Final status.

Once the memo FA document is in Final status, the Memo Asset Indicator flag is checked on the FARHDR table, and the Classification Indicator is updated to Memo on the FARCOMP table.

### ACTIVITY 4.9

## Create an FA Document for a Memo Asset

### Scenario

Your Department purchases four laptops at \$1000 each. Even though the unit price is less than \$5,000, since it is IT equipment, it will be recorded as a memo asset. Create an FA document.

### Setup

- ✓ User is logged into the AFIS Home Page.

### Steps

- Create an FA document from the Document Catalog.
  - Click **Search** from Secondary Navigation Panel.
  - Click Document Catalog.
  - Click **Create**.
  - In the **Code** field, enter **FA**.
  - In the Dept. field, enter your student data card information.
  - Check the **Auto Numbering** check box.
  - Click **Create**.

The screenshot shows the 'Document Catalog' form. At the top is a 'Search' button with a magnifying glass icon. Below it is the 'Document Identifier' section with fields for 'Code' (containing 'FA'), 'Unit' (empty), 'Dept.' (containing '101'), and 'ID' (empty). There is a small icon next to the 'Code' field. Below this is the 'Other Options' section with two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom left of the form are two buttons: 'Create' and 'Menu'. A mouse cursor is pointing at the 'Create' button.

- Complete the General Information tab in the Header component.
  - When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  - Check the **Auto Generate FA Number** check box.

3. In the **Fixed Asset Description** field, enter ***Memo asset***.
4. In the Document Description field, enter ***Memo asset entry***.
5. Ensure **Event Type** is set to **FA01**.
6. Check the **Memo Asset** check box.

**Header**

**General Information** | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Complex/Building:

Auto Generate FA Number: ☒

Prefix:

Fixed Asset Number:

Fixed Asset Description:

Document Total: \$0.00

Final Asset Value: \$0.00

Event Type:

Memo Asset: ☒

C. Complete the Responsibility Center tab in the Header component.

1. Click the **Responsibility Center** tab.
2. In the Fund field, enter ***your student data card information***.
3. In the Department field, enter ***your student data card information***.
4. In the Unit field, enter ***your student data card information***.
5. In the Appr Unit field, enter your student data card information.

**General Information** | Extended Doc Description | **Responsibility Center** | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Custodian:

Accounting Template:

Fund:

Sub Fund:

Department:

Unit:

Sub Unit:

Appr Unit:

Revenue:

Sub Revenue:

Dept Object:

Dept Revenue:

Activity:

Sub Activity:

Function:

Sub Function:

Task:

Sub Task:

Task Order:

Major Program:

Program:

Phase:

Program Period:

Location:

D. Complete the General Information tab in the Component component.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.
3. Click Insert New Line.
4. In the **Component Number** field, enter **01**.
5. In the **Commodity** field, enter **20454**.
6. In the **Units** field, enter **1**.

7. In the **Units of Measure** field, enter **EA** (Each).

Component General Information		Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation		FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Component Number:	01		Tag Number:		
Commodity:	20454		Base Asset:	<input type="checkbox"/>	
Units:	1		Description 1:		
Unit of Measure:	EA		Description 2:		
Final Units:			Description 3:		

- E. Complete the Specifications tab.

1. Click the **Specifications** tab.
2. In the **Manufacturer** field, enter **Dell** to record the manufacturer.
3. In the **Model Number** field, enter **Latitude E6400** to record the model number.
4. In the **Serial Number** field, enter **12345** to record the serial number.

Component		Total Lines: 1	Fixed Asset Number:	Component Number:
<div> <div>Component General Information</div> <div><b>Specifications</b></div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> </div> <div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal Sale Details</div> <div>Fixed Asset Intent Reference</div> <div>Insurance</div> </div>				
Manufacturer:	DELL	Serial Number:	12345	
Mfr Part Number:		Specification:		
Product/Category:		Warranty Type:		
Model Number:	LATITUDE E6400	Industry Identification:		

- F. Complete the Acquisition Details tab.

1. Click the **Acquisition Details** tab.
2. In the Acquisition Date field, enter **10/01/2014**.
3. In the **Acquisition Method** field, enter **PURC** (Purchase).

Component General Information		Specifications	<b>Acquisition Details</b>	Component Location Details	Component Classification
Cost, Valuation & Depreciation		FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Acquisition Date:	10/01/2014		Vendor:		
Acquisition Method:	PURC		Vendor Name:		
Purchasing Authority:			Alias/DBA:		
Memo Disposal Value:					

- G. Complete the Component Location Details tab.

1. Click the **Component Location Details** tab.
2. From the Location pick list, select Location A *your student data card information*.










- From the **Sub Location** pick list, select **Sub Location 001 from your student data card information**.

Component General Information	Specifications	Acquisition Details	<b>Component Location Details</b>	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Location: 101A 		Sub Location: 001 		
Address 1:		Complex / Building:		







H. Complete the Component Classification tab.

- Click the **Component Classification** tab.
- From the **Fixed Asset Classification** drop-down list, select **Memo**.
- In the Fixed Asset Catalog field, enter **2150-04**
- Click **Save**. Verify that the **Fixed Asset Type**, **Fixed Asset Group**, **Depreciation Method** and **Useful Life** fields are inferred from the Fixed Asset Catalog (FACLG) table.
- In the In Service Date field, enter **today's date**.

Component General Information	Specifications	Acquisition Details	Component Location Details	<b>Component Classification</b>
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Fixed Asset Classification: Memo 		BSA: 0885		
Fixed Asset Catalog: 2150-04 		Sub BSA:		
Fixed Asset Type: I 		OBSA: 0886		
Fixed Asset Group: 2150 		Sub OBSA:		
Useful Life: 5		Accum Depr BSA: 0868		
In Service Date: 2/18/2015 		Accum Depr Sub BSA:		
Out-of-Service Date: 				
Received Date: 				

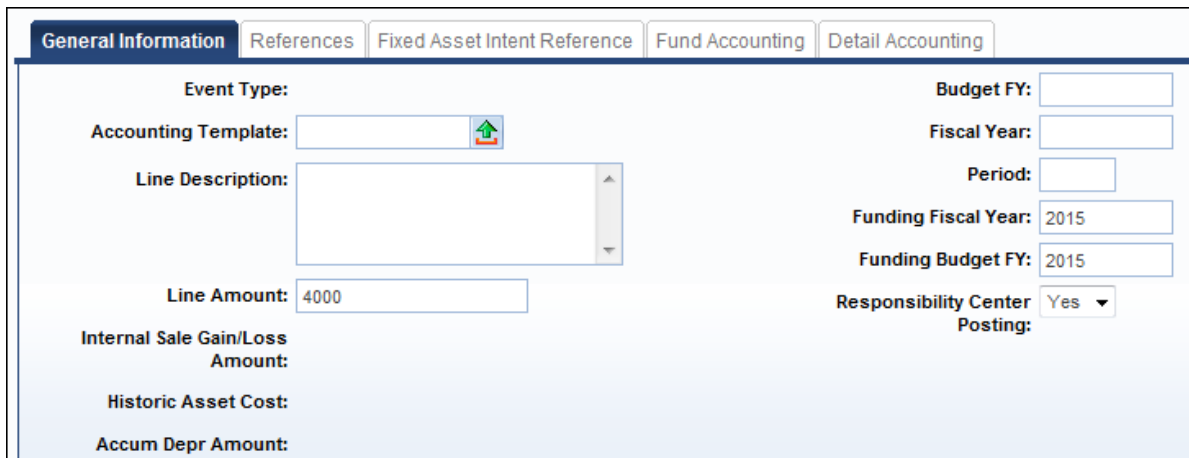
I. Complete the Cost, Valuation & Depreciation tab.

- Click the Cost, Valuation & Depreciation tab.
- Verify the Depreciation Method field is set to **Straight Line**.
- From the Depreciation Structure drop-down list, select **Responsibility Center**.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
<b>Cost, Valuation &amp; Depreciation</b>	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Closing Costs: \$0.00		Component Total: \$0.00		
Salvage Value: \$0.00		Final Component Value: \$0.00		
Valuation Date: 		Depreciation Method: Straight Line 		
Valuation Amount:		Depreciation Structure: Responsibility Center 		
Replacement Date: 		Replacement Type: 		
Trade-In Credit:		Asset Being Replaced: 		

J. Complete the General Information tab of the Accounting information.

1. Click **Accounting** from the Secondary Navigation panel.
2. Click Insert New Line.
3. In the **Line Amount** field, enter **4000**.
4. In the Funding Fiscal Year field, enter **the current year**.
5. In the Funding Budget FY field, enter **the current year**.
6. From the **Responsibility Center Posting** drop-down list, select **Yes**.



The screenshot shows the 'General Information' tab of the Accounting component. The form is divided into two main sections. The left section contains fields for 'Event Type', 'Accounting Template' (with a green up arrow icon), 'Line Description' (a large text area), 'Line Amount' (4000), 'Internal Sale Gain/Loss Amount', 'Historic Asset Cost', and 'Accum Depr Amount'. The right section contains fields for 'Budget FY', 'Fiscal Year', 'Period', 'Funding Fiscal Year' (2015), 'Funding Budget FY' (2015), and 'Responsibility Center Posting' (Yes). The 'Responsibility Center Posting' field is a drop-down menu with 'Yes' selected.

K. Complete the Fund Accounting tab of the Accounting component.

1. Click the **Fund Accounting** tab.
2. In the Fund field, enter **your student data card information**.
3. In the Department field, enter **your student data card information**.
4. In the Unit field, enter **your student data card information**.
5. In the Appr Unit field, enter **your student data card information**.

6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"

The screenshot shows the 'Fixed Asset Acquisition (FA)' form. At the top, a yellow banner displays the message 'Document validated successfully'. Below this, the form header includes fields for 'Dept: 101', 'ID: 201500000079', 'Ver.: 1', 'Function: New', and 'Phase: Draft'. The 'Header' section shows 'Component' with 'Total Lines: 1', 'Fixed Asset Number: FA0000029', and 'Component Number: none'. The 'Warranty' section shows 'Fixed Asset Number: none', 'Component Number: none', and 'FA Warranty: none'. The 'Accounting' section shows 'Total Lines: 1', 'Accounting Line: 1', and 'Line Amount: \$4,000.00'. Below this, a table shows 'From 1 to 1 Total: 1' with columns for 'Amount', 'FA01', and 'Yes'. The 'Fund Accounting' tab is selected, showing fields for 'Fund: 9001', 'Sub Fund: ', 'Department: 101', 'Unit: 0101', 'Sub Unit: ', 'Appr Unit: 1010000', 'Object: ', 'Sub Object: ', 'Revenue: ', 'Sub Revenue: ', 'BSA: ', and 'Sub BSA: '.


- L. Verify the generated Fixed Asset Number.
  1. Click the **Header** component.
  2. Click the General Information tab.
  3. Verify that the **Fixed Asset Number** on the Header is auto generated and assigned. Write it here for use in later steps \_\_\_\_\_.
  4. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully.**"
- M. Navigate to Fixed Asset Registry Header (FARHDR) and verify that Header information of the asset created above is appropriately updated.
  1. In the **Jump to** field, enter **FARHDR**.
  2. Click **Go**. The FARHDR table opens.
  3. In the Fixed Asset Number field, enter **value written down above**.
  4. Click **OK**.

5. Click the downward facing arrow just below the grid to expand all sections.

**Fixed Asset Registry Header**

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ FA0000029	MEMO ASSET	101	0101	\$4,000.00

First Prev Next Last

[Search](#) 

▼ **General Information**

Fixed Asset Number :	FA0000029	Summary Closing Costs :	\$0.00
Summary Asset Value :	\$4,000.00	Summary Salvage Value :	\$0.00
Summary Accumulated Depreciation :	\$0.00	Summary Selling Price :	\$0.00
Summary Net Book Value :	\$4,000.00	Historic Asset Cost :	\$4,000.00
Summary Valuation Amount :	\$0.00	Asset System Number :	
Asset Description :	MEMO ASSET	Asset System Description :	

▼ **Responsibility Center**

Custodian :		Appr Unit :	1010000	Task :	
Fund :	9001	Object :		Sub Task :	
Sub Fund :		Sub Object :		Task Order :	
Government Branch :	02	Revenue :		Major Program :	
Cabinet :	01	Sub Revenue :		Program :	
Department :	101	Dept Object :		Phase :	
Division :	101	Dept Revenue :		Program Period :	


- N. Navigate to Fixed Asset Registry Component (FARCOMP) and verify that Component information of the asset created above is appropriately updated.
1. Click **Fixed Asset Registry Component** link from the bottom of the Fixed Asset Registry Header page.
  2. Click the downward facing arrow just below the grid to expand all sections.

3. Confirm the **Classification Indicator** field is set to **Memo**.

**Fixed Asset Registry Component**

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ FA0000029	01	\$4,000.00	20454

First Prev Next Last

[Search](#) 

▼ **General Information**

Fixed Asset Number : FA0000029      Component Value : \$4,000.00  
Component Number : 01      Component Accumulated Depreciation : \$0.00  
Asset Status :      Component Net Book Value : \$4,000.00  
   Historic Asset Cost : \$4,000.00  
   Asset System Number :  
   Asset System Description :

▼ **Asset Classification & Location**

Classification Indicator : Memo      Location : 101A  
Asset Type : IT Equipment      Loc A Dept 101  
Asset Catalog : 2150-04      Sub Location : 001  
Asset Group : 2150      Complex / Building :  
   COMPUTERS  
Asset Group Class :  
Asset Group Category : 22

4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.10. Researching FA Documents

---

The Fixed Asset documents update several inquiry tables. This topic reviews the tables that are updated by FA documents and tracks details about a specific asset.

### Fixed Asset Registry

---

The Fixed Asset Registry (FAR) table stores the current status of an asset and is updated through the use of specific Fixed Asset documents and Event Types. The FAR table is made up of three tables, described below. Please refer to Section 2.5 for more information.

- Fixed Asset Registry Header (FARHDR) - contains the Fixed Asset Number and description, summary asset cost, and Responsibility COA elements.
- Fixed Asset Registry Component (FARCOMP) - contains component level information for both Acquisitions and Betterments.
- Fixed Asset Registry Accounting (FARACTG)- records the funding information, including Fund and Detailed Accounting Distributions.

### Fixed Asset Journals

---

Fixed Asset Transactions updates the following Journals.

- FA component Journal (JFACJ) - gets updated only by the Fixed Asset documents and the Fixed Asset document Header and component level details. Stores the component line information associated with each asset.
- FA Accounting Journal (JFAAJ) - gets updated only when the document has Fixed Asset Number and Component number. This update happens at the Fixed Asset document Accounting Line level.
- General Accounting Journal (JACTG) - Fixed Asset documents with an accounting impact update this standard journal.

### Fixed Asset History (FAHIST) Journal

---

The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query. FAHIST records all documents that have been processed for the asset number, and provides a history of all the accounting and non-accounting transactions for each individual Fixed Asset record. When an asset is cancelled, the corresponding Fixed Asset number is removed from the Fixed Asset Registry tables; although, it remains on the FAHIST table.

## Lesson Summary

---

In this lesson, you:

- Identified the layout and key fields of the Fixed Asset Acquisition (FA and FAS) documents
- Completed a Fixed Asset Shell document
- Created Multiple Assets using the FA Shell Generation process
- Acquired a Standard Asset using an FA document
- Recorded a donated an asset using an FA document
- Created a Memo Asset using an FA document
- Researched a Fixed Asset record

## Check Your Progress

---

1. By selecting the Composite Asset flag, you are indicating that the asset is a composite asset. This means the asset can consist of multiple components, but depreciates as a single asset based on depreciation attributes established on the asset Header.
  - a. True
  - b. False
2. If the Responsibility Center Posting value is set to Yes on the Accounting Line, then the COA at the Accounting Line records who funded an asset, and the COA in the Responsibility Center component of the Header records who is responsible for the component.
  - a. True
  - b. False
3. In order to identify an asset as a memo asset, as compared to a standard asset, which fields need to be adjusted on the FA or FAS document?
  - a. Memo Asset check box
  - b. Fixed Asset Classification set to Memo
  - c. Fixed Asset Catalog set to Farm Equipment
  - d. a. and b. only
  - e. All of the Above
4. How many shells will the Shell Generation Process create from a completed Purchase of 10 laptops that cost \$1,500 each?
  - a. None; they are under the capitalization threshold.
  - b. One shell with 10 units.
  - c. Ten shells with 1 unit each.

## 5. Maintaining an Asset

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### Learning Objectives

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In this lesson, you will:

- Create a Fixed Asset betterment using the Fixed Asset Acquisition (FA) document
- Create a simple Fixed Asset modification using the Fixed Asset Modification (FM) document
- Capture labor and material costs using the Fixed Asset Repair and Warranty (FRM) document
- Modify an assets value using the Fixed Asset Increase/Decrease (FI) document
- Cancel a Fixed Asset document using the Fixed Asset Cancellation (FC) document

### Lesson Overview

---

Fixed Asset Acquisition (FA) documents cannot be modified once they are submitted. To modify an FA document, the user must create one of the Fixed Asset adjustment documents, and then enter the Fixed Asset Number to adjust specific characteristics of the asset. This lesson will cover how to use the appropriate Fixed Asset document to better an asset, to perform a simple asset modification, to capture labor and materials, as well as asset repair and maintenance information. Users will also review how to retire an asset and how to cancel a Fixed Asset document.

These documents are created from:

- **Document Catalog** - By accessing the Document Catalog in Create mode, all data entry is performed by the user.
- **Jump to** - Redirected to the Document Catalog with the document code populated in the Code field. Once the document is created, all data entry is performed by the user.

### 5.1. Betterment

---

Betterment refers to the addition or improvements to existing recorded assets, such as fixed hardware upgrades (hard drive for a computer), the purchase of equipment accessories (communication equipment for an existing law enforcement vehicle), and the renovation or expansion of existing real property.

A Fixed Asset betterment, just like an acquisition, can be entered into AFIS using an FA document. The difference between using the FA document for an acquisition versus betterment is the Event Type. Betterments are tracked using an existing Fixed Asset Number, with a component number sequentially increased by one. Please note, if multiple components for one asset are purchased at one time, these components can be added all at once on the FA or FAS document, with event type FA01 (standard purchase).



However, when trying to add one or more components that are below the capitalization threshold to an asset marked as a capital asset, the betterment process would have to be followed for those components that are below the threshold.

Alternatively, once the Purchasing and Invoicing processes are completed and the Department receives the asset, the Fixed Asset Shell Generation Process automatically generates an FA Shell (draft document). A user with data entry authority is able to edit the FA Shell document and provides the Fixed Asset Number of the existing asset to which the betterment is going to be applied to. An Event Type of FA02 (Better an Asset) is used to record the betterment.

Once the FAS is submitted, it is routed through a single level of approval within the Department before going to Final Status.

## State Process Overview

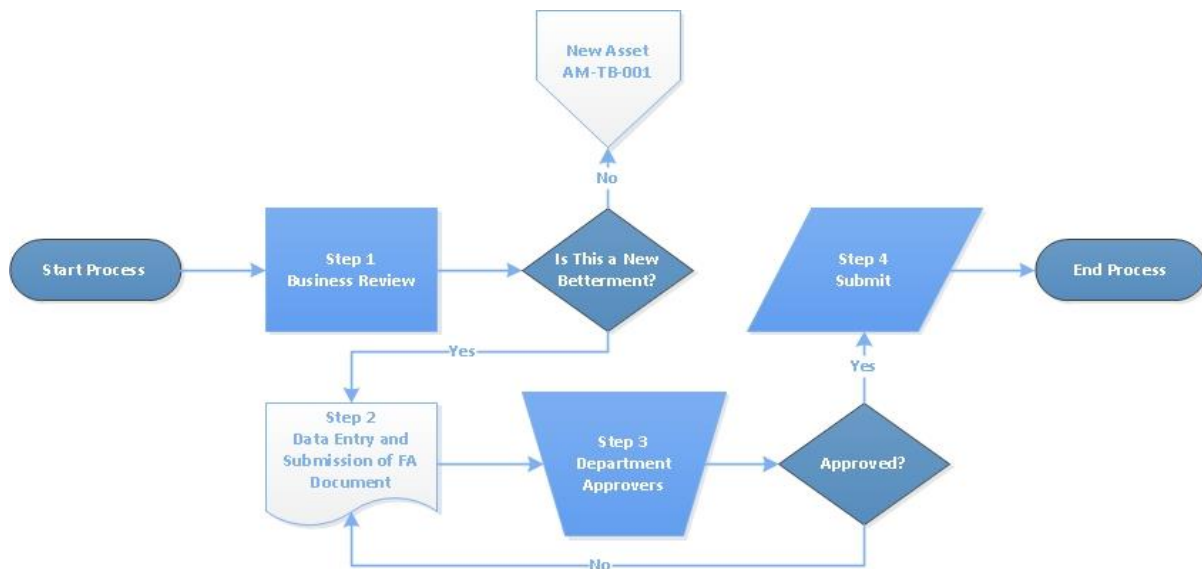
---

**The steps below describe the statewide process. Your Department may have additional  
This process is referenced in To Be ID AM-TB-002 and represented by**

Figure 6 below.

1. The Department secures a capital asset following established State of Arizona best practices. The acquisition of the asset can occur immediately after the payment is generated or after the month end close during the Monthly Fixed Asset Reconciliation Process.
2. The Department is responsible for the drafting of the Fixed Asset document with FA02 event type. The Fixed Asset number and additional information (if required) would be recorded on the document. As an example, a complete description and specific component number would be recorded as additional information. Most information would be inferred from the existing FA Header information. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the document is submitted and routed for approval.
3. The document and any attached documentation are reviewed as an initial review by an authorized Department approver.
4. Upon final submission of the document the Fixed Asset Register (FAR), Fixed Asset Component (JFACJ), Fixed Asset Accounting Journal (JFAAJ), and the General Accounting Journal (JACTG) will be updated.

Figure 6: Create a Betterment on an Existing Asset (AM-TB-002)



### ACTIVITY 5.1

#### Create an FA Document to Better an Asset

##### Scenario

The Prisoner Transportation Bus processed in Activity 1.2 has recently been upgraded with a Security Package. This requires the completion of a betterment against an existing asset.

Note: This activity is linked to activity 1.2, which must be completed successfully before performing the steps in this activity.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. Open the FA Shell from the Document Catalog.
  1. Click **Search** from Secondary Navigation Panel.
  2. Click Document Catalog.
  3. Click **Create**.
  4. In the **Code** field, enter **FA**.
  5. In the Dept. field, enter your student data card information.
  6. Check the **Auto Numbering** check box.
  7. Click **Create**.
- B. Complete the General Information tab in the Header component

1. In the Document Description field, enter Adding Security Package to Prisoner Transportation Bus.
2. In the Fixed Asset Number field, enter your student data card information from Activity 1.2.
3. In the **Event Type** field, overwrite the existing value and enter **FA02**.
4. Click **Save**. Notice the Fixed Asset Description and Final Asset Value fields are updated.

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Adding security package to prisoner transportation bus

Complex/Building:

Asset Status: 1

Asset Status Name: Active

Auto Generate FA Number: ☐

Prefix:

Fixed Asset Number: STU 101 - 1.2

Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE

Document Total: \$0.00

Final Asset Value: \$250,000.00

Event Type: FA02

Memo Asset: ☐

Asset System Number:

Asset System Description:

- C. Verify the Responsibility Center tab in the Header component.
1. Click the **Responsibility Center** tab.
  2. These fields are inferred from the Fixed Asset Registry.

General Information | Extended Doc Description | **Responsibility Center** | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Custodian: 1010000

Accounting Template: 1010000

Fund: 9001

Sub Fund: 1010000

Department: 101

Unit: 0101

Sub Unit: 1010000

Appr Unit: 1010000

Revenue: 1010000

Sub Revenue: 1010000

Dept Object: 1010000

Dept Revenue: 1010000

Activity: 1010000

Sub Activity: 1010000

Function: 1010000

Sub Function: 1010000

Task: 1010000

Sub Task: 1010000

Task Order: 1010000

Major Program: 1010000

Program: 1010000

Phase: 1010000

Program Period: 1010000

Location: 1010000

- D. Complete the General Information tab in the Component component.
1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
  2. Click **Component** on the Secondary Navigation panel.
  3. Click Insert New Line.
  4. In the **Component Number** field, enter **2**.
  5. In the **Commodity Code** field, enter **07105**.
  6. In the **Units** field, enter **1**.
  7. In the **Units of Measure** field, verify **EA** (Each) defaults.

- E. Complete the Acquisition Details tab.

1. Click the Acquisition Details tab.
2. In the Acquisition Date field, enter *today's date*.
3. From the **Acquisition Method** field, enter **PURC** for purchase.

Component General Information	Specifications	<b>Acquisition Details</b>	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Acquisition Date:	2/17/2015	Vendor:	
Acquisition Method:	PURC	Vendor Name:	
Purchasing Authority:		Alias/DBA:	
Memo Disposal Value:			

F. Complete the Component Location Details tab.

1. Click the Component Location Details tab.
2. From the Location pick list, select Location A *from your student data card information*.
3. From the Sub Location pick list, select Sub Location 001 *from your student data card information*.

Component General Information	Specifications	Acquisition Details	<b>Component Location Details</b>	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Location:	101A	Sub Location:	001
Address 1:		Complex / Building:	

G. Complete the Component Classification tab.

1. Click the Component Classification tab.
2. From the Fixed Asset Classification drop-down list, select Adjustment.
3. In the Fixed Asset Catalog field, enter 1680-02.
4. In the **In Service Date** field, click the calendar icon to *select today's date*.
5. Click **Save**.

Component General Information	Specifications	Acquisition Details	Component Location Details	<b>Component Classification</b>
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance

Fixed Asset Classification:	Adjustment	BSA:	0815
Fixed Asset Catalog:	1680-02	Sub BSA:	
Fixed Asset Type:	E	OBSA:	3610
Fixed Asset Group:	1680	Sub OBSA:	
Useful Life:	5	Accum Depr BSA:	0867
In Service Date:	02/17/2015	Accum Depr Sub BSA:	
Out-of-Service Date:			
Received Date:			

H. Complete the Cost, Valuation & Depreciation tab.

1. Click the Cost, Valuation & Depreciation tab.
2. Confirm the Depreciation Method field is set to **Straight Line**.

3. From the Depreciation Structure drop-down list select **Responsibility Center**.

Component General Information	Specifications	Acquisition Details	Component Location Details	Component Classification
<b>Cost, Valuation &amp; Depreciation</b>	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Closing Costs: \$0.00	Component Total: \$0.00			
Salvage Value: \$0.00	Final Component \$0.00 Value:			
Valuation Date: <input type="text"/>	Depreciation Method: Straight Line			
Valuation Amount: <input type="text"/>	Depreciation Structure: Responsibility Center			
Replacement Date: <input type="text"/>				

- I. Complete the General Information tab of the Accounting information.
  1. Click **Accounting** from the Secondary Navigation panel.
  2. Click Insert New Line.
  3. In the **Line Amount** field, enter **\$27,500**.
  4. In the **Funding Fiscal Year** field, enter **2015** (current year).
  5. In the **Funding Budget FY** field, enter **2015** (current year).
  6. From the **Responsibility Center Posting** drop-down list, select **Yes**.

Accounting		Total Lines: 1	Accounting Line: 0	Line Amount:
<a href="#">List View</a>				
<b>General Information</b>	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Event Type:	Budget FY:			
Accounting Template: <input type="text"/>	Fiscal Year:			
Line Description: <input type="text"/>	Period:			
Line Amount: 27,500	Funding Fiscal Year: 2015			
Internal Sale Gain/Loss Amount:	Funding Budget FY: 2015			
Historic Asset Cost:	Responsibility Center Posting: Yes			
Accum Depr Amount:				

- J. Complete the Fund Accounting tab of the Accounting component.
  1. Click the **Fund Accounting** tab.
  2. In the Fund field, enter your student data card information.
  3. In the Department field, enter your student data card information.
  4. In the Unit field, enter your student data card information.

5. In the Appr Unit field, enter your student data card information

General Information	References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Fund: 9001	Object:	OBSA:		
Sub Fund:	Sub Object:	Sub OBSA:		
Department: 101	Revenue:	Pending BSA:		
Unit: 0101	Sub Revenue:	Pending Sub BSA:		
Sub Unit:	BSA:	Dept Object:		
Appr Unit: 1010000	Sub BSA:	Dept Revenue:		

6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"
7. Click **Header**.
8. Click General Information tab.
9. Note the Document Total and Final Asset Value fields are updated by the betterment.
10. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully.**"

View All 1 of 1 | Document submitted successfully - Pending Approval

Fixed Asset Acquisition(FA) Dept: 101 ID: 201500000080 Ver.: 1 Function: New Phase: Pending Modified by Student1 , 02/17/2015

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance

Fixed Asset Intent Reference Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Adding security package to prisoner transportation bus

Complex/Building:

Asset Status: 1

Asset Status Name: Active

Auto Generate FA Number: ☐

Prefix:

Fixed Asset Number: STU 101 - 1.2

Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE

Document Total: \$27,500.00

Final Asset Value: \$277,500.00

Event Type: FA02

Memo Asset: ☐

Asset System Number:

- K. Once the FA document has been approved and is in Final status, navigate to Fixed Asset Registry Component (FARCOMP) and verify that the asset information is appropriately updated, then return to the Home Page.
1. In the **Jump to** field, enter **FARCOMP**.
  2. Click **Go**.

- The FARRCOMP Search window opens. In the Fixed Asset Number field, enter the value from the student data card.
- Click **Ok**.

- Verify there are two lines—one for the Prisoner Transportation Bus and one for the Security Package.

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU 101 - 1.2	1	\$250,000.00	07117
STU 101 - 1.2	2	\$27,500.00	07105

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number : STU 101 - 1.2      Component Value : \$250,000.00

Component Number : 1      Component Accumulated Depreciation : \$0.00

Asset Status : 1      Component Net Book Value : \$250,000.00

Active      Historic Asset Cost : \$250,000.00

Asset System Number :

Asset System Description :

▶ **Asset Classification & Location**

▶ **Asset Details**

▶ **Specifications**

▶ **Acquisition /Disposition Details**

- Click **Home** in the Primary Navigation Panel to return to the Home Page.



## 5.2. Simple Modification

When a Department needs to modify non-accounting attributes on a Fixed Asset, users must create a Fixed Asset Modification (FM) document in AFIS.

The FM document may be used to record changes in an existing asset, including:

- Asset Classification Details (Fixed Asset Catalog, Fixed Asset Group)
- Asset Depreciation Details (Useful Life, In Service Date, Salvage Value, Depreciation Method, Depreciation Structure)
- Valuation Details (Valuation Date, Valuation Amount, Closing Costs)
- Location (Location, Sub Location, and Complex / Building)
- General Information (Commodity Code, Units, Surface Area, Manufacturer, Model Number, Plat Number, Serial Number, Tag Number, and Descriptions)
- Acquisition Details (Acquisition Date, Acquisition Method, Purchasing Authority, Memo Disposal Value, Vendor Code, Replacement Date)

### State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-004 and represented below by **Error! Reference source not found..**

1. Department identifies the need to modify information currently associated with a Fixed Capital Asset. The type of change supported on a Fixed Asset Modification includes descriptive (non-accounting) changes or adjustments to existing assets or components with the event type of FA05.
2. The Department is responsible for the drafting of the Fixed Asset Modification (FM) transaction in AFIS. The Fixed Asset number is a required field on the FM document. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry the FM document is submitted and routed for approval.
3. The FM document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
4. Upon final submission of the document the Fixed Asset Register (FAR), and other associated tables will be updated.

**Figure 7: Modify a Fixed Asset's Information (AM-TB-004)**



As a result of its non-accounting attributes, the FM document does not have an Accounting component. Once submitted, the FM document will be routed through a single level of approval within the Department, before going to Final Status.

## FM Header

The default Event Type for the FM document is FA05 (Modify Fixed Asset Non-Accounting Attributes). Once a user has entered the Fixed Asset Number and clicked Auto Apply, the existing Component information for the asset is inferred into the FM document.

The screenshot shows the 'Header' window with the 'General Information' tab selected. The 'Document Information' section includes fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, Document Description (set to 'Update Location and Sub location'), Fixed Asset Description (set to 'MOTORCYCLE - HARLEY'), Asset System Number, and Asset System Description. The 'Fixed Asset' section includes Fixed Asset Number (STU1-HARLEY), Event Type (FA05), Memo Asset (No), New Fixed Asset Description, New Asset System Number, New Asset System Description, New Asset Status, and New Asset Status Name. At the bottom, there are 'Save', 'Undo', and 'Auto Apply' buttons.

## FM Component

On the General Information tab, information for the Component, such as Commodity, Units, Unit of Measure, Tag Number, descriptive fields and whether the asset is a Base Asset is inferred.

After a user modifies the non-accounting attributes that need to be changed, the FM document may be validated and submitted.

The screenshot shows the 'Component' window with the 'Component General Information' tab selected. The window title bar indicates 'Total Lines: 1 Fixed Asset Number: TRN 1 HARLEY Component Number: 01'. The 'Component Classification' section includes Component Number (01), Commodity (07156), Units (1.00000), Unit of Measure (EA), Surface Area, Statistical Units, Statistical UOM, Plat Number, Tag Number, Base Asset (Yes), and Description 1. The 'Component Location / Condition' section includes New Commodity, New Units, New Unit of Measure, New Surface Area, New Statistical Units, New Statistical UOM, New Plat Number, New Tag Number, New Base Asset, New Description 1, and New Description 2. At the bottom, there are 'Save', 'Undo', and 'Auto Apply' buttons.

## ACTIVITY 5.2

### Modify an Asset's Location with the FM Document

#### Scenario

The location of the Harley Davidson Motorcycle (created in Activity 4.7) has been updated to include a sub-location. Create an FM document to update the Location and Sub Location information for this fixed asset number.

Note: This activity is linked to activity 4.7, which must be completed successfully before performing the steps in this activity.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Create an FM document from the Document Catalog.
  1. Click **Search**.
  2. Click Document Catalog.
  3. Click **Create**.
  4. In the **Code** field, enter **FM**.
  5. In the Dept. field, enter ***your student data card information***.
  6. Check the **Auto Numbering** check box.
  7. Click **Create**.

The screenshot shows the 'Document Catalog' form. At the top is a 'Search' button. Below it is a 'Document Identifier' section with fields for 'Code' (containing 'FM'), 'Unit', 'Dept.' (containing '101'), and 'ID'. There is a small icon next to the 'Code' field. Below this is an 'Other Options' section with two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom left are 'Create' and 'Menu' buttons. A mouse cursor is pointing at the 'Create' button.

## B. Complete the General Information tab in the Header component.

1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
2. In the Fixed Asset Number field, enter ***your student data card information***.
3. Verify the **Event Type** is set to **FA05** (Modify Fixed Asset Non-Accounting Attributes).
4. In the Document Description enter *Update Location and Sub Location*.
5. Select the **Auto Apply** button.

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Maintenance

Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Fixed Asset Description:

Asset System Number:

Asset System Description:

Fixed Asset Number:

Event Type:

Memo Asset:

New Fixed Asset Description:

New Asset System Number:

New Asset System Description:

New Asset Status:

New Asset Status Name:

Save Undo Auto Apply

## C. Verify the asset information is inferred on the Component component.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click the **Component** component.
3. Verify the **Component Number**, **Commodity**, **Units**, **Unit of Measure**, and **Base Asset** fields are inferred from the Fixed Asset Number selected.

**Component** Total Lines: 1 Fixed Asset Number: STU1-HARLEY Component Number: 01

Component General Information | Specifications | Acquisition Details | Component Location / Condition | Component Classification

Cost, Valuation & Depreciation Insurance

Component Number:

Commodity:

Units:

Unit of Measure:

Surface Area:

Statistical Units:

Statistical UOM:

Plat Number:

Tag Number:

Base Asset:

New Commodity:

New Units:

New Unit of Measure:

New Surface Area:

New Statistical Units:

New Statistical UOM:

New Plat Number:

New Tag Number:

New Base Asset:

New Description 1:

## D. Add a new location to the Component Location/Condition tab.

1. Click the Component Location/Condition tab.
2. From the New Location pick list, select ***your student data card information***.
3. From the New Sub Location pick list, select ***your student data card information***

4. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"
  5. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully.**"
- E. Once approval is applied and the FM is in Final status, navigate to the FARCOMP table and verify that New Location is properly updated, and then return to the Home Page.
1. In the **Jump to** field, enter **FARCOMP**.
  2. Click **Go**.
  3. The FARCOMP Search window displays. In the **Fixed Asset Number** field, enter number from step B2.
  4. Click **Ok**.
  5. The record displays. Click **Asset Classification & Location** to expand the section.
  6. Verify that the **Location** and **Sub Location** fields are updated.

7. Click **Home** in the Primary Navigation Panel to return to the Home Page.

### 5.3. Capture Warranty, Labor and Material Costs

A Department may capture labor and maintenance costs associated with asset repair, maintenance and warranty information. When the need to modify asset is not a fleet asset, a Department user can use the Fixed Asset Repair and Warranty (FRM) document. As a reminder, upon acquisition of the asset, a user can enter an FA or FAS document with warranty information by using the Warranty component.

The repair and maintenance costs of the asset are recorded at the FRM document Warranty - Repair and Maintenance component, which includes the following three tabs:

- The General Information Component tab contains the Component field.
- The Warranty tab facilitates adding and updating the Warranty information on the Fixed Asset Warranty (FAWR) table.
- The Repair & Maintenance tab facilitates recording the repair and maintenance information for the FA component. On submission of the FRM document to Final, the fields in this component will insert, update or delete a record on the Fixed Asset Repair & Maintenance (FARM) table.

The FRM goes through a single level of approval within the Department before going to Final Status.

Repair and Maintenance codes are setup and maintained by users, with security authorization on the FARTYP table.

The value in the Repair and Maintenance Action field, which is in the Repair & Maintenance tab, determines whether new records are added to the FARM table or existing records are modified or deleted.

Fixed Asset Repair and Warranty(FRM)		Dept: 200	ID: 201500000009	Ver.: 1	Function: New	Phase: Final	Modified by gdenney , 10/23/2014
<b>Header</b>							
<b>Warranty - Repair and Maintenance</b>							
<div> <div>Component General Information</div> <div>Warranty</div> <div><b>Repair &amp; Maintenance</b></div> </div>							
Repair & Maintenance Action: <input type="button" value="Add"/>		Repair & Maintenance Vendor Code: 88855501					
FA Repair & Maintenance Number:		Repair & Maintenance Vendor Name: STAUFFER PLUMBING					
Repair & Maintenance Type: EMERG REPAIR-EXT		Repair & Maintenance Address ID: AD004					
External Emergency Repair		Repair & Maintenance Address 1: P O BOX 1066					
Start Date of Repair & Maintenance: 10/23/2014		Repair & Maintenance Address 2:					
End Date of Repair & Maintenance: 10/23/2014		Repair & Maintenance City: CLAYPOOL					
Labor Cost of Repair & Maintenance: \$575.00		Repair & Maintenance State Code: AZ					
Material Cost of Repair & Maintenance: \$125.00		Repair & Maintenance State: Arizona					
Other Cost of Repair & Maintenance:		Repair & Maintenance Zip Code: 85532					
Total Cost of Repair & Maintenance: \$700.00		Repair & Maintenance County Code:					
Warranty Agreement		Repair & Maintenance County:					

### State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-005 and represented by Figure 8 below.

1. Department identifies the need to update the repair and maintenance information for a Fixed Asset at the component level. The type of change supported on a Fixed Asset Repair and Maintenance document includes both recording modifications as well as additional information to warranties.
  2. The requesting Department is responsible for the drafting of the Fixed Asset Repair and Warranty document (FRM) in the system. The FRM document records the repair and maintenance information for a Fixed Asset at the component level and is also used to record modifications as well as additional warranty information. Any supporting documentation may be attached to the FRM document at this time. Upon completion of the data entry the FRM document is submitted and routed for approval.
  3. The FM document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
- Upon final submission of the FRM document the Fixed Asset Repair and Maintenance (FARM) table, Fixed Asset Registry Component table (FARCOMP), and associated tables within AFIS will be updated.

**Figure 8: Modify Repair and Warranty Information (AM-TB-005)**



**ACTIVITY 5.3****Capture Labor & Materials Costs of Repairs & Maintenance****Scenario**

Your department wants to track the warranty and repair of its recent Prisoner Transportation Bus purchase from Activity 1.2. You have looked on the FAWR and FARM tables and found that this information has not been recorded yet for your asset. Create the FRM document to track the warranty and repair for this asset.

Note: This activity is linked to activity 1.2, which must be completed successfully before performing the steps in this activity.

**Setup**

- ✓ User is logged into the AFIS Home Page.

**Steps**

- A. Create an FRM document from the Document Catalog.
  1. Click **Search**.
  2. Click Document Catalog.
  3. Click **Create** link.
  4. In the **Code** field, enter **FRM**.
  5. In the Dept. field, enter ***your student data card information***.
  6. Check the **Auto Numbering** check box.
  7. Click **Create**.

The screenshot shows the 'Document Catalog' form. At the top is a 'Search' button. Below it is a 'Document Identifier' section with fields for 'Code' (containing 'FRM'), 'Unit', 'Dept.' (containing '101'), and 'ID'. Below this is an 'Other Options' section with two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom are two links: 'Create' and 'Menu'. A mouse cursor is pointing at the 'Create' link.

- B. Complete the General Information tab in the Header component.
  1. The FRM document opens. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  2. In the Document Description field, enter *Track Warranty and Repairs*.
  3. In the **Fixed Asset Number** field, enter ***your student data card information***.



4. Verify the **Event Type** is set to **FA15** (Repair and Warranty Fixed Asset).

Header

List View

General Information Extended Doc Description Document Information

Document Name:

Record Date:

Fiscal Year:

Document Description:

Fixed Asset Number:

Event Type:

Asset System Number:

Asset System Description:

- C. Complete the Component General Information tab in the Warranty-Repair and Maintenance component.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click the Warranty-Repair and Maintenance component.
3. Click Insert New Line.
4. From the **Component Number** pick list, select **1**.
5. Click **Save**.

Component General Information Warranty Repair & Maintenance

Component Number:

Debt ID:

- D. Complete the Repair & Maintenance tab in the Warranty-Repair and Maintenance component.

1. Click the Repair and Maintenance tab.
2. From the **Repair and Maintenance Action** drop-down list, select **Add**.
3. From the Repair & Maintenance Type pick list, select **Emerg Repair-EXT**.
4. From the Start Date of Repair & Maintenance field, enter **today's date**.
5. From the End Date of Repair & Maintenance field, enter **today's date**.
6. In the Labor Cost of Repair & Maintenance field, enter **575**.
7. In the Material Cost of Repair & Maintenance field, enter **125**.

8. In the Repair & Maintenance Vendor Code field, enter **88855501**.

- E. Check the FRM document for errors.

1. Click the **Validate** button to check for errors. The vendor information infers.
2. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"
3. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully.**"

- F. Once approval is applied and the FRM is in Final status, navigate to the FARM table and verify the repair and maintenance costs are appropriately recorded, then return to the Home Page.


1. In the **Jump to** field, enter **FARM**.
2. Click **Go**.
3. The FARM table displays. Click **Search**.
4. In the **FA Number** field, enter number from step B2.
5. Click **Ok**.

6. Once on the record, verify that the following fields are updated:
  - Repair and Maintenance Type

- Repair and Maintenance Name
- Start Date of Repair & Maintenance
- End Date of Repair & Maintenance
- Labor Cost of Repair & Maintenance
- Material Cost of Repair & Maintenance
- Total Cost of Repair & Maintenance

FA Repair & Maintenance			
FA Repair & Maintenance Number	Document ID	FA Number	FA Component Number
✓ 21	FRM-101-201500000010-1	STU 101 - 1.2	1

First Prev Next Last

[Search](#) 

▼ **Asset Information**

FA Number : STU 101 - 1.2




FA Component Number : 1

Doc Code : FRM

Doc Dept : 101

Doc ID : 201500000010

▼ **Repair Details**

FA Repair & Maintenance Number : 21	Warranty Agreement Number :
Repair & Maintenance Type : EMERG REPAIR-EXT	Repair and Maintenance Description :
Repair & Maintenance Name : External Emergency Repa	
Start Date of Repair & Maintenance : 02/17/2015 	Repair & Maintenance Performed By :
End Date of Repair & Maintenance : 02/17/2015 	Repair & Maintenance Inspected By :
Labor Cost of Repair & Maintenance : \$575.00	Repair & Maintenance Inspection Date : 
Material Cost of Repair & Maintenance : \$125.00	
Other Cost of Repair & Maintenance :	
Total Cost of Repair & Maintenance : \$700.00	

- Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 5.4. Modify Asset Value

---

When users need to record accounting adjustments (increases or decreases) to an existing asset's Accounting Lines in AFIS, they process the adjustment using the Fixed Asset Increase / Decrease (FI) document. Adjustments may be necessary to account for additional expenditures, accounting adjustments, or accounting reclassifications related to the expense recorded for a specific asset. Such adjustments may be entered using the Fixed Asset Increase / Decrease (FI) document code. Any existing line may be increased or decreased by entering a positive or negative dollar amount. New lines may be introduced and existing lines decreased to zero.

This document can be used only to increase or decrease the value of the asset and will not record the increase or decrease of the quantity to change any other value of the asset. Finally, users cannot decrease an asset below the established Fixed Asset Capitalization Criteria (FACC) minimum for its asset type, or its accumulated depreciation. The following main events occur when processing an FA Increase/Decrease document:

- If a new Accounting Line has been added then FI document adds the new Accounting Line to the FA Registry accounting.
- If an existing Accounting Line has been changed (increased or decreased) the historical cost, net book value on the existing lines of the FAR accounting are updated accordingly.
- The historical cost on the FAR component and Header is also updated accordingly.
- When the value of an asset that has already been depreciated is increased or decreased a record is inserted to the DEPEC with the new historical cost.
- Records are inserted to the FA component Journal.
- Records are inserted to the FA accounting Journal.
- FI documents cannot be processed for a fully disposed asset.

Many fields are protected and not editable on this document. Only those fields used to create and record the increase or decrease postings are editable. All others are completed with the Auto Apply action found on the Header and Component Line which bring information into the document from the Fixed Asset Registry tables.

### State Process Overview

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The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-006 and represented by Figure 9 below.

1. Department identifies the need to either increase or decrease the value of an asset.
2. The requesting Department is responsible for the drafting of the Fixed Asset Increase/Decrease (FI) transaction in the system. Adjustments for additional expenditures, accounting adjustments, or accounting reclassifications related to expenses recorded for a specific asset can be entered on the FI document. The asset number, event type, and document description fields are also editable on a FI document

3. Any supporting documentation may be attached to the FI document at this time. Upon completion of the data entry the FI document is submitted and routed for approval.
4. The FI document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
5. Upon final submission of the FI document the Fixed Asset Registry Table (FAR) and other associated tables within AFIS will be updated.

**Figure 9: Modify Asset Value (AM-TB-006)**



## FI Header

The default Event Type for the FI document is FA07 (Increase/Decrease value of a Fixed Asset). Once a user has entered the Fixed Asset Number, and clicked Auto Apply, the existing Component information for the asset is inferred into the FI document from the Fixed Asset Registry tables.

## FI Component

FI component lists specific attributes of each asset component. Only component number can be editable on this document in the case a user wishes to specify a specific component to change in value instead of all components. All other fields are protected on this document. The Auto Apply action is available on this page to retrieve values from the Fixed Asset Registry table for only the specified components.

## FI Accounting

Enter a positive or negative dollar amount to increase or decrease an existing line, or insert a new Accounting Line for the component and appropriate dollar amount in the Line Amount field. The FI document may, then, be validated and submitted.

**ACTIVITY 5.4****Create A New Fixed Asset Increase (FI) Document***Scenario*

While reviewing Fixed Asset Acquisition Activity, you realize an incorrect purchase price was entered on the Harley Davidson Motorcycle Activity 4.7. Use the FI document to increase the purchase price from \$6,500 to \$16,500 (net increase of \$10,000).

*Setup*

- ✓ User is logged into the AFIS Home Page.

*Steps*

- A. Create an FI document from the Document Catalog.
  1. Click **Search**.
  2. Click Document Catalog.
  3. Click **Create** link.
  4. In the **Code** field, enter **FI**.
  5. In the Dept field, enter ***your student data card information***.
  6. Check the **Auto Numbering** check box.
  7. Click **Create**.

The screenshot shows the 'Document Catalog' form. It has a 'Search' button and a 'Document Identifier' section with fields for 'Code' (FI), 'Unit', 'Dept.' (101), and 'ID'. Below this is an 'Other Options' section with 'Auto Numbering' checked and 'Create Template' unchecked. At the bottom, there is a 'Create' button with a hand cursor pointing to it and a 'Menu' link.

- B. Complete the General Information tab in the Header component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  2. In the **Fixed Asset Number** field, enter number from Activity 4.7 (Harley Davidson).
  3. In the Document Description field, enter *Increasing Asset Value*.
  4. Verify the **Event Type** is set to **FA07** (Increase/Decrease value of a Fixed Asset).

- Click the **Auto Apply** button.

Fixed Asset Increase/Decrease(FI) Dept: 101 ID: 20150000012 Ver.: 1 Function: New Phase: Draft Modified by Student1, 02/17/2015

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information Fixed Asset Intent Reference

Document Information

Document Name: Fixed Asset Number: STU1-HARLEY

Record Date: Fixed Asset Description:

Budget FY: Document Total: \$0.00

Fiscal Year: Final Asset Value: \$0.00

Period: Event Type: FA07

Document Description: Increasing Asset Value Memo Asset:

Asset Status: Asset System Number:

Asset Status Name: Asset System Description:

Save Undo Auto Apply Fixed Asset Equity Sources

Component	Total Lines: 0	Fixed Asset Number: none	Component Number: none
Accounting	Total Lines: 0	Accounting Line: none	Line Amount: none
Posting	Total Lines: 0	Posting Line: none	

- Verify COA elements are inferred on the Responsibility Center tab.

- Click the Responsibility Center tab.
- Verify the **Fund**, **Sub Fund**, **Department**, and **Unit** fields are inferred.

**Header**

General Information Extended Doc Description **Responsibility Center** Composite Asset Information Fixed Asset Intent Reference

Document Information

Custodian:	Revenue:	Task:
Fund: 9001	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 101	Dept Revenue:	Major Program:
Unit: 0101	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1010000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:

- Verify the values associated with the Component Number are inferred on the Component component.

- Click the **Component** component.

2. Verify the values associated with the **Component Number** on the tabs. They cannot be modified.

Component		Total Lines: 1	Fixed Asset Number: STU1-HARLEY	Component Number: 01
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="background-color: #2c4e64; color: white; padding: 2px 5px;">Component General Information</span> <span style="background-color: #f0f0f0; padding: 2px 5px;">Acquisition Details</span> <span style="background-color: #f0f0f0; padding: 2px 5px;">Component Location Details</span> <span style="background-color: #f0f0f0; padding: 2px 5px;">Component Classification</span> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="background-color: #f0f0f0; padding: 2px 5px;">Cost, Valuation &amp; Depreciation</span> <span style="background-color: #f0f0f0; padding: 2px 5px;">Fixed Asset Intent Reference</span> <span style="background-color: #f0f0f0; padding: 2px 5px;">Insurance</span> </div>				
<p>Component Number: <input type="text" value="01"/> </p> <p>Commodity: 07156</p> <p>Units: 1.00000</p> <p>Unit of Measure: EA</p> <p>Surface Area:</p> <p>Statistical Units:</p> <p>Statistical UOM:</p> <p>Manufacturer: HARLEY DAVIDSON</p> <p>Model Number: H6700</p>	<p>Tag Number:</p> <p>Base Asset: Yes</p> <p>Description 1:</p> <p>Description 2:</p> <p>Description 3:</p> <p>Description 4:</p> <p>Description 5:</p> <p>Extended Description: <div style="background-color: #f0f0f0; height: 20px; width: 100%;"></div></p>			

- E. Complete the General Information tab on the Accounting component, to increase the price of the asset.
  1. Click the **Accounting** component. It will open to the General Information tab.
  2. In the **Line Amount** field, enter **10,000** (This is the amount of the increase).

General Information		References	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
<p>Event Type: FA07</p>					
<p>Accounting Template: <input type="text"/> </p> <p>Line Description: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Line Amount: <input type="text" value="10,000"/></p>	<p>Budget FY: <input type="text"/></p> <p>Fiscal Year: <input type="text"/></p> <p>Period: <input type="text"/></p> <p>Funding Fiscal Year: 2015</p> <p>Funding Budget FY: 2015</p> <p>Responsibility Center Posting: Yes <span style="font-size: 0.8em;">▼</span></p>				

**Note:** In order to decrease the amount, use the negative (-) sign.

- F. Verify the values associated with the Component Number are inferred on the Accounting component.
  1. Verify the values associated with the Component Number on the tabs. They cannot be modified.
  2. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"



3. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner:  
**"Document submitted successfully."**
- G. Once the FI is in Final status, navigate to the FARHDR table and the Fixed Asset Accounting Journal to view updates, and then return to the Home Page.
  1. In the **Jump to** field, enter **FARHDR**.
  2. Click **Go**.
  3. The FARHDR Search window displays. In the **Fixed Asset Number** field, enter **number from step B2** (Fixed Asset Number for Harley).
  4. Click **OK**.

<b>Fixed Asset Number :</b> STU1-HARLEY	<b>Acquisition Date :</b> <input type="text"/>
<b>Summary Asset Value :</b> <input type="text"/>	<b>Last Depreciation Date :</b> <input type="text"/>
<b>Asset Description :</b> <input type="text"/>	<b>Asset System Number :</b> <input type="text"/>
<b>Department :</b> <input type="text"/>	<b>Asset System Description :</b> <input type="text"/>
<b>Unit :</b> <input type="text"/>	<b>FN Doc Code :</b> <input type="text"/>
<b>Activity :</b> <input type="text"/>	<b>FN Doc Dept :</b> <input type="text"/>
<b>Asset Type :</b> <input type="text"/>	<b>FN Doc ID :</b> <input type="text"/>
<b>Asset Group :</b> <input type="text"/>	<b>Asset Status :</b> <input type="text"/>
Ok Clear Cancel	

5. Verify a record exists for the Fixed Asset Number. Note the Summary Asset Value, Summary Net Book Value, and the Historic Asset Cost fields are updated.

Fixed Asset Registry Header				
Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU1-HARLEY	MOTORCYCLE - HARLEY	101	0101	\$16,500.00
First Prev Next Last				
<a href="#">Search</a>				
▼ General Information				
<b>Fixed Asset Number :</b> STU1-HARLEY		<b>Summary Closing Costs :</b> \$0.00		
<b>Summary Asset Value :</b> \$16,500.00		<b>Summary Salvage Value :</b> \$1,650.00		
<b>Summary Accumulated Depreciation :</b> \$0.00		<b>Summary Selling Price :</b> \$0.00		
<b>Summary Net Book Value :</b> \$16,500.00		<b>Historic Asset Cost :</b> \$16,500.00		
<b>Summary Valuation Amount :</b> \$0.00		<b>Asset System Number :</b> <input type="text"/>		
<b>Asset Description :</b> MOTORCYCLE - HARLEY		<b>Asset System Description :</b> <input type="text"/>		

6. Click the **Fixed Asset Registry Component** link, which is at the bottom of the page (not shown).
7. Verify the page has been updated.
8. Click the **Fixed Asset Registry Accounting** link, which is at the bottom of the page (not shown).
9. Select the **Search** hyperlink located above the General Information component.
10. In the Fixed Asset Number field, enter *number from step B2*.
11. Click **OK**.
12. Verify the page has been updated.

**Fixed Asset Registry Accounting**

Fixed Asset Number	Component Number	Accounting Line Amount
✓ STU1-HARLEY	01	\$16,500.00

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number : STU1-HARLEY      Accumulated Depreciation : \$0.00  
Component Number : 01      Net Book Value : \$16,500.00  
Accounting Line Amount : \$16,500.00      Selling Price : \$0.00  
Historic Asset Cost : \$16,500.00

► **Fund Accounting**

► **Detail Accounting**

► **Document Reference**

[Top](#)

[Fixed Asset Registry Header](#)   [Fixed Asset Registry Component](#)

13. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 5.5. Cancel a Fixed Asset

---

When an asset record has been mistakenly entered into AFIS, a Department can delete the unnecessary asset record using the Fixed Asset Cancellation (FC) document.

It is helpful to remember the following cancellation tips.

- A component has to be cancelled completely. There is no partial cancellation of a component. Nor can only one Accounting Line of the component be cancelled. If the amount on one of the Accounting Lines of a component has to be reduced to zero, the FI document may have to be used; in which case the asset entry will not be removed from the FAR table.
- If only a component, and not a complete asset, is cancelled, entries from the FAR Component and FAR Accounting tables relevant to that component will be deleted. The Asset number will not be available to be reused.
- If the complete asset is cancelled, entries from the FAR Header, FAR Component and FAR Accounting tables will be deleted. The Asset number will be available to be reused.
- If there are any FAPR references on the document and the asset is cancelled, no FAPR updates/reversals will take place. However, the Shell generation detail are updated by removing the Shell reference from the listing on the FAPR table.
- Do not process an FC on an asset for the sole purpose of adjusting the base amount for calculating depreciation, if the asset already has been depreciated in the system; rather dispose of the asset with an FD document to properly adjust the depreciation and setup a new one with a manual FA Document. Another option may be to process an FI document to change the accounting information.
- If a user wants to create an asset with the FAPR reference that was on the cancelled document, a user manually creates a new asset with an FA document using the same information as the cancelled asset.

## State Process Overview

---

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-003 and represented by Figure 10 below.

1. Department identifies the need to cancel an asset that was entered in error or is allowed to be cancelled by policy.
2. The requesting Department is responsible for the drafting of the Fixed Asset Cancellation (FC) document transaction in the system. The main processing associated with a FC is to remove the asset balance from the balance sheet and to remove the records from the Fixed Asset Registry table. The fixed asset number is a required field to be entered on the FC document. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry the FC document is submitted and routed for approval.

3. The FC document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
4. The final submission of the FC document removes the asset balance from the balance sheet and the records from the Fixed Asset registry tables within AFIS. If applicable, records will be removed from the FA Warranty, FA Repair and Maintenance, FA Depreciation Elements Change, FA Depreciation History, and FA Infrastructure Maintenance tables.

**Figure 10: Create a Fixed Asset Cancellation (AM-TB-003)**



## FC Header

The default Event Type for the FC document is FA11 (Cancellation of a Fixed Asset). Once a user has entered the Fixed Asset Number, and clicked Auto Apply, the existing Component information for the asset is inferred into the FC document from the Fixed Asset Registry tables.

## FC Component and Accounting

Since the component level and accounting level information is inferred from the Fixed Asset Registry tables, no additional data entry is required. The FC document may, then, be validated and submitted.

### ACTIVITY 5.5

#### Cancel a Fixed Asset with the FC Document

##### Scenario

Reviewing the acquisitions for the month you realize you incorrectly entered the Night Vision System on the police vehicle. Create an FC document to cancel Component 2 as it is entered incorrectly.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. Create an FC document from the Document Catalog.
  1. Click **Search**.
  2. Click Document Catalog.
  3. Click **Create** link.
  4. In the **Code** field, enter **FC**.
  5. In the Dept. field, enter **your student data card information**.
  6. Check the **Auto Numbering** check box.

7. Click **Create**.

B. Complete the General Information tab in the Header component.

1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
2. In the Document Description field, enter *Cancel Component 2*.
3. In the Fixed Asset Number field, enter *your student data card information*.
4. Verify the **Event Type** is set to **FA11** (Cancellation of a Fixed Asset).
5. Click the **Auto Apply** button.

Fixed Asset Cancellation(FC) Dept: 101 ID: 201500000004 Ver.: 1 Function: New Phase: Draft Modified by Student1, 02/17/2015

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Cancel Component 2

Asset Status: 1

Asset Status Name: Active

Fixed Asset Number: STU 1 COP CAR

Fixed Asset Description: POLICE CAR

Document Total: \$57,900.00

Final Accumulated Depreciation: \$0.00

Final Asset Value: \$0.00

Final Net Book Value: \$0.00

Event Type: FA11

Memo Asset: No

Asset System Number:

Asset System Description:

Save Undo Auto Apply

C. Verify COA elements are inferred on the Responsibility Center tab.

1. Click the Responsibility Center tab.
2. Verify the **Fund**, **Department**, **Unit**, and **Appr Unit** fields are inferred.

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Document Information

Custodian:

Fund: 9001

Sub Fund:

Department: 101

Unit: 0101

Sub Unit:

Appr Unit: 1010000

Revenue:

Sub Revenue:

Dept Object:

Dept Revenue:

Activity:

Sub Activity:

Function:

Task:

Sub Task:

Task Order:

Major Program:

Program:

Phase:

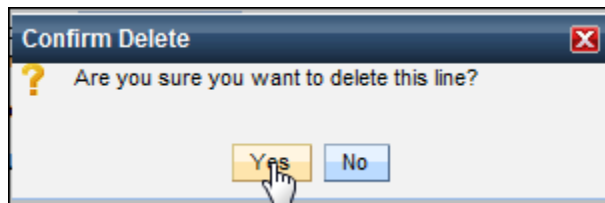
Program Period:

D. Select the Component Number to cancel the Night Vision System only, located on Component General Information tab.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click the **Component** component. Both component lines are inferred.
3. **Component Number 2** is the component which has a duplicate entry.
4. Select line 1 to remove the line that does not need to be cancelled.
5. Click the **trash can** icon for the line (line 1) to be eliminated.

Component		Fixed Asset Number: STU 1 COP CAR			Component Number: 1	
	Fixed Asset Number	Component Number	Component Total	Units		
	STU 1 COP CAR	1	\$42,500.00	1.00000		
	STU 1 COP CAR	2	\$15,400.00	1.00000		
From 1 to 2 Total: 2		First	Previous	Next	Last	Go to line: <input type="text"/> Go

6. A window opens confirming that you want to delete the line. Click **Yes**.



7. One component line remains (Component Number 2). Verify the values associated with the **Component Number** on this tab are inferred from the Fixed Asset Registry tables.
  8. Review the other tabs. This information cannot be modified.
- E. Verify the values associated with the Component Number are inferred on the Accounting component.
1. From the Secondary Navigation Panel, click the **Accounting** component.
  2. Verify the values associated with the Component Number on the tabs. They cannot be modified.
  3. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **"Document validated successfully."**
  4. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **"Document submitted successfully."**
- F. Once approval is applied and the FC is in Final status, navigate to the FARHDR table and verify the record for the asset remains since Component 1 still exists, then return to the Home Page.
1. In the **Jump to** field, enter **FARHDR**.
  2. Click **Go**.
  3. The FARHDR Search window displays. In the **Fixed Asset Number** field, enter **number from step B2**.

4. Click **Ok**.

Fixed Asset Number : STU 1 COP CAR

Acquisition Date :

Summary Asset Value :

Last Depreciation Date :

Asset Description :

Asset System Number :

Asset System Description :

Department :

FN Doc Code :

Unit :

FN Doc Dept :

Activity :

FN Doc ID :

Asset Type :

Asset Status :

Asset Group :

[Ok](#) [Clear](#) [Cancel](#)

5. Verify a record exists for the Fixed Asset Number. Note the Summary Asset Value is \$42,500.

**Fixed Asset Registry Header**

Fixed Asset Number	Asset Description	Department	Unit	Summary Asset Value
✓ STU 1 COP CAR	POLICE CAR	101	0101	\$42,500.00

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number : STU 1 COP CAR

Summary Asset Value : \$42,500.00

Summary Accumulated Depreciation : \$558.35

Summary Net Book Value : \$41,941.65

Summary Valuation Amount : \$0.00

Asset Description : POLICE CAR

Summary Closing Costs : \$0.00

Summary Salvage Value : \$42.50

Summary Selling Price : \$0.00

Historic Asset Cost : \$42,500.00

Asset System Number :

Asset System Description :

6. Click the **Fixed Asset Registry Component** link, which is at the bottom of the page (not shown).
7. Confirm only one record for Component 01 exists.

**Fixed Asset Registry Component**

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU 1 COP CAR	1	\$42,500.00	07105

First Prev Next Last

8. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## Lesson Summary

---

In this lesson, you:

- Created a Fixed Asset betterment using the Fixed Asset Acquisition (FA) document
- Created a simple Fixed Asset modification using the Fixed Asset Modification (FM) document
- Captured labor and material costs using the Fixed Asset Repair and Warranty (FRM) document
- Modified an assets value using the Fixed Asset Increase/Decrease (FI) document
- Canceled a Fixed Asset document using the Fixed Asset Cancellation (FC) document

## Check Your Progress

---

1. Which document is used to modify the warranty attributes of the asset?
  - a. FRM
  - b. FC
  - c. FA
  - d. FM
2. The FM document can be used to record changes in an assets location.
  - a. True
  - b. False
3. The Auto Apply action found on the Header and Component lines is helpful because it auto populates information about the asset once the Fixed Asset Number has been selected.
  - a. True
  - b. False
4. A component of an asset or an entire asset, including all components, can be cancelled with the FC.
  - a. True
  - b. False



## 6. Asset Transfers and Internal Sales

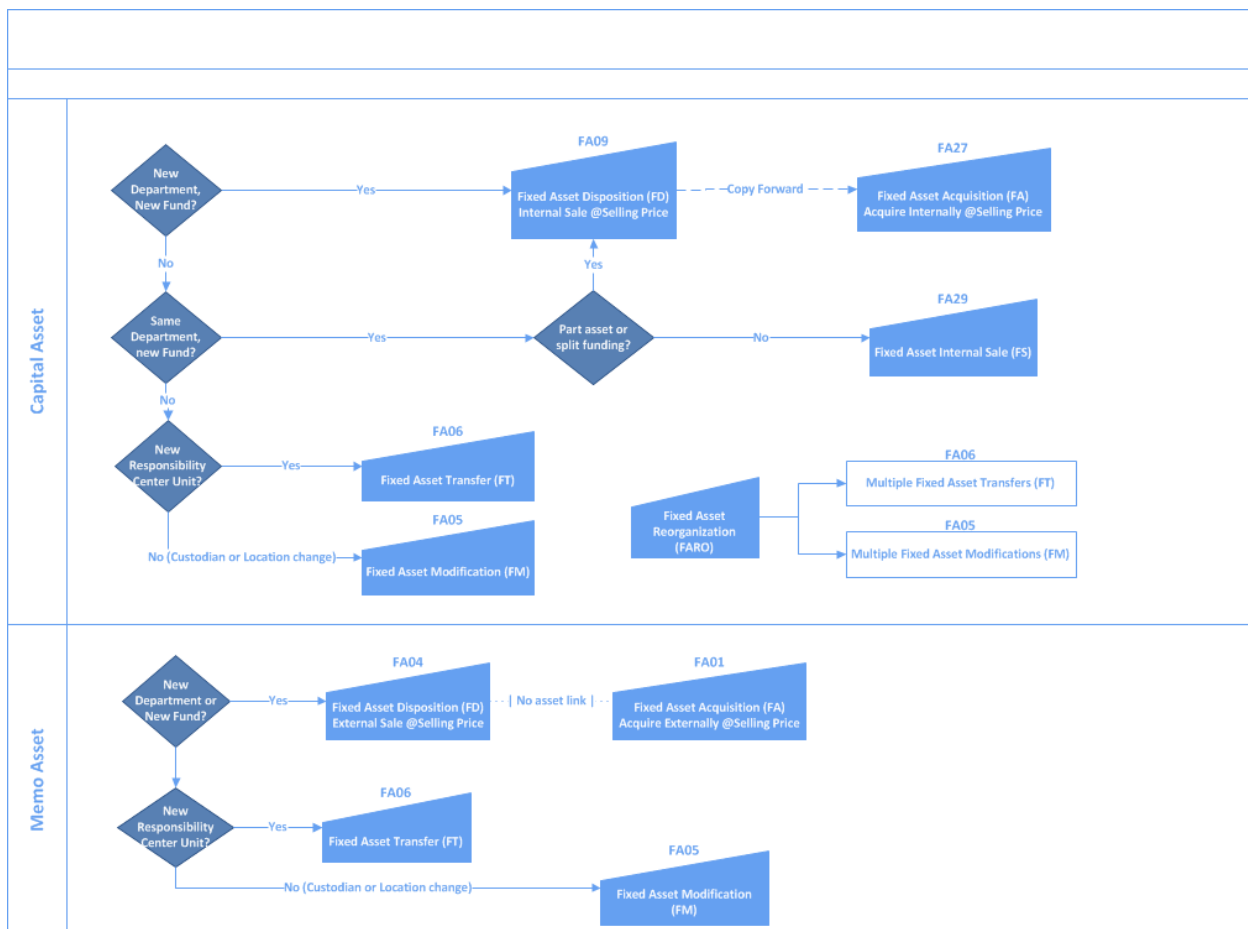
### Learning Objectives

In this lesson, you will:

- Transfer an asset to a different unit using the Fixed Asset Transfer (FT) document
- Review the Reorganization process
- Process an internal sale using the Fixed Asset Internal Sale (FS) document

### Lesson Overview

This lesson covers how Department users may transfer an existing asset to a different unit within their Department, known as an intra-agency transfer. How to process an internal sale of an existing asset is also reviewed.



The transfer and internal sale processes covered in this section, allow the department to enter the buying and selling information in one step and on one document. Alternatively, the department can

always use a two step approach, of the selling agency entering a Fixed Asset Disposal (FD) document and the buying agency entering a Fixed Asset Acquisition (FA) document. Additionally, if the asset is a capital asset, functionality exists to allow the buying side to copy forward the FD (FA09 event type) to create the FA (FA27 event type) document. Fixed Asset Transfer.

A Department may transfer an existing asset to a different unit within that Department in AFIS. Additionally, a Department may transfer an existing asset to a different fund within the Department, if both funds are marked for General Capital Assets Fund posting (Fund 1300). To record this change, a user from the sending unit must create Fixed Asset Transfer (FT) document and provide the receiving unit's information, in the Responsibility Center tab on the FT Header. The new location of the asset should also be updated on the FT Component line. After the FT document has been submitted, a Department level approver must approve the FT document, to send it to Final Phase.

The FT document depreciation is calculated up until the reorganization date (Record Date of the FT document) and is charged to the sending unit's Responsibility Center.

**Note:** This is only if the asset is recorded at the responsibility center.

## State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-009.3 and represented by Figure 11 below.

1. Department identifies the need to transfer an asset.
2. The sending Department or Unit is responsible for the drafting of the Fixed Asset Transfer (FT) document in AFIS. The FT document may be used to record the movement of assets between units or GCA funds. Any supporting documentation may be attached to the FT document at this time.
3. The FT document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
4. The FT document will be submitted. The Fixed Asset Registry (FAR) table and Fixed Asset Component Journal (JFACJ) will be updated. If there is a financial impact, the Fixed Asset Accounting Journal (JFAAJ) and the General Accounting Journal (JACTG) will be updated.

**Figure 11: Fixed Asset Transfer (AM-TB-009.3)**



## ACTIVITY 6.1

### Create an Intra-Agency Transfer with an FT Document

#### Scenario

You need to transfer the Harley Davidson Motorcycle from Activity 4.7 to a different unit and location. Create an FT document to record the transfer.

Note: This activity is linked to activity 4.7, which must be completed successfully before performing the steps in this activity.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Create an FT document from the Document Catalog.
  1. Click **Search**.
  2. Click Document Catalog.
  3. Click **Create** link.
  4. In the **Code** field, enter **FT**.
  5. In the Dept field, enter ***your student data card information***.
  6. Check the **Auto Numbering** check box.
  7. Click **Create**.
- B. Complete the General Information tab in the Header component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  2. In the Fixed Asset Number field, enter ***your student data card information***.
  3. In the Document Description field, enter ***Transfer Asset***.
  4. Verify the **Event Type** is set to **FA06** (Transfer a Fixed Asset).

5. Click the **Auto Apply** button.





- C. Complete the Responsibility Center tab.

1. Click the Responsibility Center tab.
2. Verify that the asset values are inferred from the Fixed Asset Registry tables on the **Responsibility Center** tab.
3. From the **New Fund** picklist, select **9000**.
4. From the New Department picklist, select *your student data card information*.
5. From the New Unit picklist, select *your student data card information*.
6. In the **New Appr Unit** field, enter **1000000**.

- D. Complete the Component Location Details tab.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
2. Click the **Component** component.
3. Click the Component Location Details tab.
4. Verify that the asset values are inferred from the Fixed Asset Registry tables on the Component Location tab.
5. From the New Location pick list, select *your student data card information*.

6. From the New Sub Location pick list, select *your student data card information*.

Component General Information		Acquisition Details		Component Location Details	
Component Classification		Cost, Valuation & Depreciation		Insurance	
Location: 101B		New Location:	100A		
Address 1:		New Address 1:			
Address 2:		New Address 2:			
City:		New City:			
State:		New State:			
Zip:		New Zip:			
County:		New County:			
Country:		New Country:			
Longitude:		New Longitude:			
Latitude:		New Latitude:			
Sub Location: 002		New Sub Location:	001		

7. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"
- E. Verify the Depreciation Amount is appropriately calculated based on the Depreciation Method (Straight-Line).
1. Click the Cost, Valuation & Depreciation Method tab.
  2. Verify the Depreciation Amount is appropriately calculated.

Component		Fixed Asset Number: STU1-HARLEY		Component Number: 01	
Component General Information		Acquisition Details		Component Location Details	
Component Classification		Cost, Valuation & Depreciation		Insurance	
Closing Costs: \$0.00		Depreciation Amount:	\$450.90		
Salvage Value: \$1,650.00		Last Depreciation Date:			
Valuation Date:		Fixed Asset Registry Value:	\$16,500.00		
Valuation Amount: \$0.00		Final Accum Depr:	\$450.90		
Replacement Date:		Final Net Book Value:	\$16,049.10		
Trade-In Credit:		Depreciation Method:	Straight Line		
Appraisal Date:		Depreciation Structure:	Responsibility Center		

- F. Verify the accounting information is appropriately recorded on the Accounting component.
1. Click the **Accounting** component.
  2. Verify there are two accounting lines.
  3. Verify that Accounting Line 1 is selected in the grid and the Depreciation Amount is recorded on this line.

Accounting			
Total Lines: 2   Accounting Line: 1   Line Amount: \$0.00			
Accounting Line	Line Amount	Event Type	Depreciation Amount
1	\$0.00	FA06	\$450.90
2	\$0.00	FA06	\$0.00

From 1 to 2 Total: 2   [First](#)   [Previous](#)   [Next](#)   [Last](#)   Go to line:  [Go](#)

[List View](#)

**General Information**   [Fund Accounting](#)   [Detail Accounting](#)

Event Type: FA06   Budget FY:   
 Accounting Template:   Fiscal Year:   
 Line Description:   Period:   
 Line Amount: \$0.00   Responsibility Center ☒   
 Depreciation Amount: \$450.90   Posting:   
 Accum Depr Amount: \$0.00

4. Click the **Fund Accounting** tab.
  5. Verify the depreciation calculated in the previous step is appropriately recorded on Accounting Line 1 against the old Unit.
  6. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **"Document submitted successfully."**
- G. Once approval is applied and the FT is in Final status, navigate to the JFAAJ table and verify the asset information is updated.
1. In the **Jump to** field, enter **JFAAJ**.
  2. Click **Go**.
  3. The JFAAJ Search window displays. In the **FA Number** field, enter **number from step B1**.
  4. Click **Ok**.

Run Trm : <input type="text"/>	BSA : <input type="text"/>
Doc Record Date : <input type="text"/>	Department : <input type="text"/>
Fiscal Period : <input type="text"/>	Unit : <input type="text"/>
Fiscal Year : <input type="text"/>	Doc CD : <input type="text"/>
Budget FY : <input type="text"/>	Doc Dept : <input type="text"/>
Posting Code : <input type="text"/>	Doc ID : <input type="text"/>
Fund : <input type="text"/>	FA Number : <input type="text" value="STU1-HARLEY"/>
Object : <input type="text"/>	Component : <input type="text"/>

[Ok](#) [Clear](#) [Cancel](#)

5. Six records display, as there are two records (debit and credit) for each document number (FA, FI and FT) that was created with this fixed asset.

- Click the first record for the FT document. Note the **Posting Am** (Amount) is the depreciation amount recorded on the FT document.

Fixed Assets Accounting Journal							
<a href="#">Menu</a> <a href="#">Back</a>							
Run Tm	Document ID	FA Number	Component	Accounting Line	Posting Line	Dr/Cr	Pstng Am
02/17/2015	<a href="#">FA 101 201500000077</a>	STU1-HARLEY	01	1	1	D	\$6,500.00
02/17/2015	<a href="#">FA 101 201500000077</a>	STU1-HARLEY	01	1	1	C	(\$6,500.00)
02/19/2015	<a href="#">FI 101 201500000012</a>	STU1-HARLEY	01	1	1	D	\$10,000.00
02/19/2015	<a href="#">FI 101 201500000012</a>	STU1-HARLEY	01	1	1	C	(\$10,000.00)
✓ 02/20/2015	<a href="#">FT 101 201500000065</a>	STU1-HARLEY	01	1	1	D	\$450.90
02/20/2015	<a href="#">FT 101 201500000065</a>	STU1-HARLEY	01	1	1	C	(\$450.90)

First Prev Next Last

[Search](#)

▼ General Accounting

Doc Record Date : 02/17/2015	Ln Func : Non-Standard ▼
Fiscal Period : 8	Pstng Am : \$450.90
Fiscal Year : 2015	Dr/Cr : D
Budget FY : 2015	Incr/Dcrs : I
Fiscal Quarter : 3	FA Number : STU1-HARLEY
Event Type : FA06	Component : 01
Event Category : FT	Accounting Line : 1
Pstng Prin : A	Posting Line : 1
Posting Code : F020	Run Tm : 02/20/2015

- Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 6.1. Reorganization Process

The Reorganization Process modifies Location-related fields (Location, Sub Location or Complex Building) or transfer Responsibility Center fields such as Department or Unit Code.

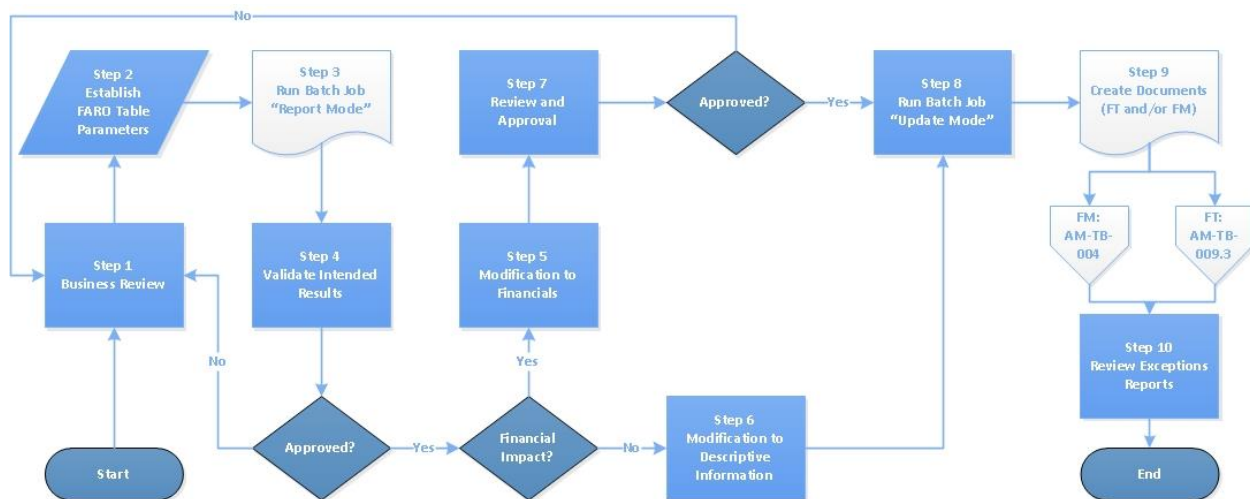
### State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-009 and represented by Figure 12 below.

- The Department may determine that changes to a group of assets needs to be processed. The Fixed Assets Reorganization (FARO) facilitates the automated reorganization of multiple assets. The Fixed Asset Reorganization (FARO) batch process will be used to modify descriptive (non-accounting) and Chart of Accounts (COA) fields as related to responsibility Center entries. The Department notifies GAO of the intended change via written communication defining the table entries needed.
- Selection parameters are entered on the Fixed Asset Reorganization (FARO) table by specifying the old values and new values received from the Department.

3. GAO runs the off-line batch process (FARO) in report mode. GAO provides the Department with the reports for validation prior to running the off-line batch process in update mode.
4. Departments will review and validate the outcome of mass changes to the FARO table in report mode. If the Department approved the intended results listed on the reports, proceed to Step 5 (financial impact) or Step 6 (non-financial impact).
5. If the proposed mass changes will have a financial impact, proceed to Step 7.
6. If the proposed mass changes will not have a financial impact, proceed to Step 8.
7. The proposed changes to the FARO table previously ran in report mode will be reviewed and approved by the GAO.
8. GAO runs the off-line batch process (FARO) in update mode.
9. The off-line batch process (FARO) uses the information entered on the FARO table to generate Fixed Asset Modification (FM) documents (refer to script AM-TB-004) for changes in non-accounting information. The Fixed Asset Transfer (FT) documents (refer to script AM-TB-009.3) are generated to modify COA fields. Upon final submission of the documents, the Fixed Asset Registry tables and associated tables in AFIS are updated.
10. This process will generate two reports: Fund/Sub Fund Edits Exceptions and Depreciation Edits Exceptions. These reports define those FARO changes that did not meet the system edits and therefore did not have documents created. The Department is responsible to review all Exception Report entries and re-submit as necessary.

**Figure 12: Reorganization Process (FARO) (AM-TB-009)**

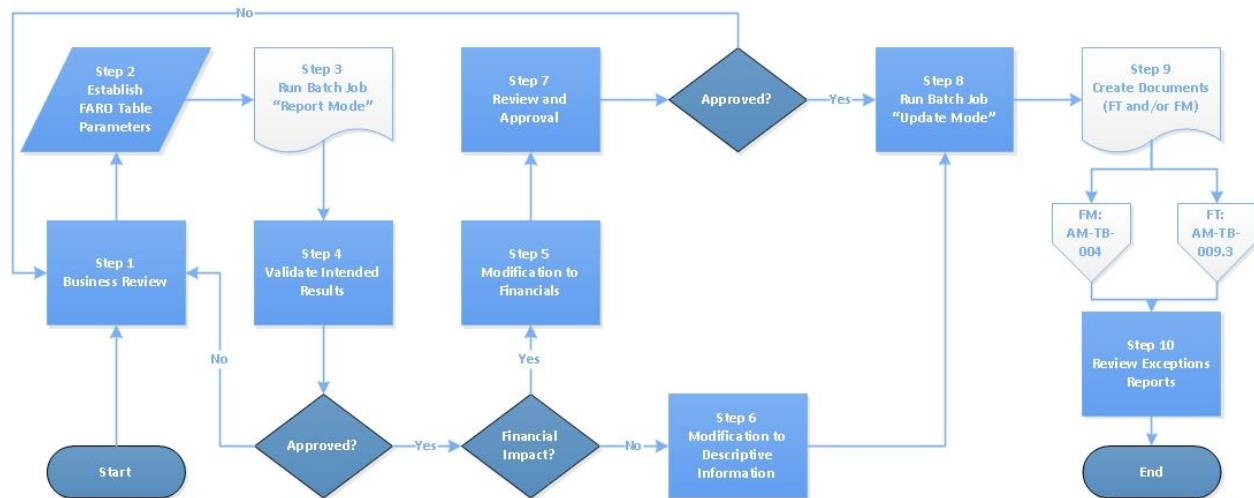


## 6.2. Create Fixed Asset Internal Sale Document

A Department may be required to process an internal sale of an existing asset, if the asset is moving to another fund. To complete this process in AFIS, the Fixed Asset Internal Sale (FS) document is used. The FS document can only be used for capital assets, and will not allow the asset number to be changed. If the asset is a memo asset, or the fixed asset number must be changed, use the two step process



discussed in the Lesson Overview of this section.

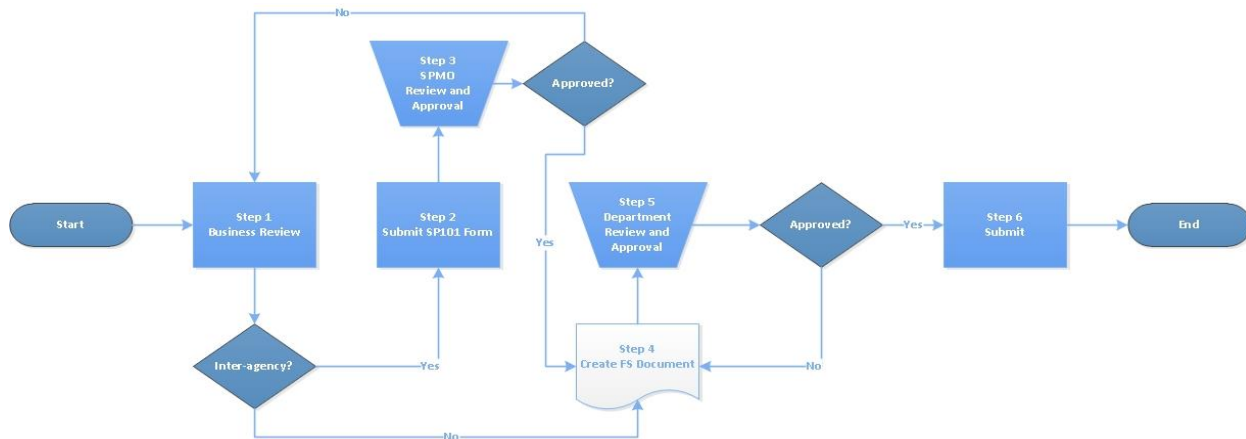


## State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-016 and represented by Figure 13 below.

1. Department identifies the need to transfer an asset. If the Department determines the transaction will be an inter-agency transfer proceed to step 2. If the transaction is not an inter-agency transfer, proceed to step 4.
2. The Department completes the SP101 and marks the "transfer to" check box. The SP101 form is forwarded to the Surplus Property Management Office (SPMO).
3. SPMO will determine if a transfer is in the best interest of the State of Arizona. If the transfer is in the State's best interest and the SP101 form has been completed correctly, SPMO will approve the SP101 form. If the transfer is not in the State's best interest and/or the SP101 form has not been completed correctly, SPMO will reject the SP101 form and a new process must be initiated.
4. The Department is responsible for the drafting of the Fixed Asset Internal Sale (FS) document in AFIS. The FS document may be used to record the movement of assets between Departments or units. Any supporting documentation may be attached to the FS document at this time.
5. The FS document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
6. The FS document will be submitted. The Fixed Asset Registry (FAR) table and Fixed Asset Component Journal (JFACJ) will be updated. If there is a financial impact, the Fixed Asset Accounting Journal (JFAAJ) and the General Accounting Journal (JACTG) will be updated.

**Figure 13: Record Fixed Asset Internal Sale (FS) as Value other than Net Book Value (AM-TB-016)**



The Fixed Asset Internal Sale (FS) document allows users to sell an asset internally, and retain the asset number associated with the internally sold asset. The buying Department creates a Fixed Asset Internal Sale (FS) document that contains the selling price of the asset. Like the FT document, it is important to record the new location of the asset. However, on the FS document, there are two Responsibility Center tabs: one is for the Seller, in which the fields are inferred; the other is for the Buyer. Update the new Fund, Department, and Unit in the Buyer Responsibility Center tab and the New Location field, on the Component section.

Here are some additional fields that should be populated on the FS document:

- Disposition Method
- Selling Price - enter the new value
- Fixed Asset Classification - select either Contributed or Adjustment
- Line Amount, which records the selling price on the Accounting component.

**Note:** The Component and Accounting Lines must equal the same value.

## ACTIVITY 6.4

### Create a Fixed Asset Internal Sale (FS) Document

#### Scenario

The Department of Transportation sells a truck to your Department. In order to retain the asset number, process an FS document to record the internal sale. The selling price is \$2,000.

#### Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

- A. Create an FS document from the Document Catalog.
  1. Click **Search**.
  2. Click Document Catalog.
  3. Click **Create** link.
  4. In the **Code** field, enter **FS**.
  5. In the Dept field, enter ***your student data card information***.
  6. Check the **Auto Numbering** check box.
  7. Click **Create**.
- B. Complete the General Information tab in the Header component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  2. In the Document Description field, enter *Internal Sale of Vehicle*.
  3. In the Fixed Asset Number field, enter *your student data card information*.
  4. Verify the **Event Type** is set to **FA29** (Internal Sale Fixed Asset).

- Click the **Auto Apply** button.

Header

List View

General Information | Extended Doc Description | Seller Responsibility Center | Buyer Responsibility Center | Composite Asset Information

Disposition Information | Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Internal sale of vehicle

New Complex/Building:

Fixed Asset Number: STU 1 - 6.4

Fixed Asset Description:

Document Total: \$0.00

Event Type: FA29

Asset System Number:

Asset System Description:

Save Undo Auto Apply Fixed Asset Equity Sources

- Review the Seller Responsibility Center tab.

- Click the Seller Responsibility Center tab.
- Verify that the asset values are inferred from the Fixed Asset Registry tables on the Responsibility Center tab.

Header

General Information | Extended Doc Description | Seller Responsibility Center | Buyer Responsibility Center | Composite Asset Information

Disposition Information | Fixed Asset Intent Reference | Document Information

Custodian:

Accounting Template:

Fund: DT2031

Sub Fund:

Department: DTA

Unit: 1910

Sub Unit:

Appr Unit: DT59320

Object:

Sub Object:

Revenue:

Sub Revenue:

Dept Object:

Dept Revenue:

Activity:

Sub Activity:

Function:

Sub Function:

Reporting:

Sub Reporting:

Task:

Sub Task:

Task Order:

Major Program:

Program:

Phase:

Program Period:

Location:

Sub Location:

Assignee Employee Number:

- Complete the Buyer Responsibility Center tab.

- Click the **Buyer Responsibility Center** tab.
- From the **New Fund** pick list, select your **Fund** from the *student data card information*.
- From the New Department pick list, select your Department from the *student data card information*.
- From the **New Unit** pick list, select your **Unit** from the *student data card information*.

5. From the New Appr Unit pick list, select your New Appr Unit from the *student data card information*.


Header		
General Information	Extended Doc Description	Seller Responsibility Center
Disposition Information	Fixed Asset Intent Reference	Document Information
New Custodian:	New Revenue:	New Task:
New Accounting Template:	New Sub Revenue:	New Sub Task:
New Fund: 9001	New Dept Object:	New Task Order:
New Sub Fund:	New Dept Revenue:	New Major Program:
New Department: 101	New Activity:	New Program:
New Unit: 0101	New Sub Activity:	New Phase:
New Sub Unit:	New Function:	New Program Period:
New Appr Unit: 1010000	New Sub Function:	New Location:

- E. Complete the Disposition Information tab.
  1. Click the Disposition Information tab.
  2. Verify that the asset values are inferred from the Fixed Asset Registry tables.
  3. In the Disposition Date field, enter **today's date**.
  4. In the Disposition Method field, enter **TRAN**.
  5. In the **Selling Price** field, enter **2000**.
  6. In the **Disposition Authority** field, enter **SP101**.

Header	
General Information	Extended Doc Description
Disposition Information	Fixed Asset Intent Reference
Disposition Date: 2/17/2015	Selling Price: 2000
Disposition Method: TRAN	Disposition Authority: SP101
Depreciation Amount:	Net Book Value: \$19,666.54
Document Depreciation: \$0.00	Historic Asset Value: \$21,000.00
Final Accumulated Depreciation: \$1,333.46	Final Asset Value: \$0.00
Seller Useful Life:	Final Net Book Value: (\$1,333.46)
Seller Depreciation Method:	Last Depreciation Date:
	Seller In Service Date:



- F. Complete the Component Acquisition Details tab.
  1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
  2. Click the **Component** component.
  3. Click the Acquisitions Details tab.
  4. The Acquisition Date will infer from the Disposition Date on the Header, upon validation.

5. From the **Acquisition Method** pick list, select **TRAN**.

Component General Information		<b>Acquisition Details</b>		Component Location Details		Component Classification	
Cost, Valuation & Depreciation		Disposition Details		Fixed Asset Intent Reference		Insurance	
Acquisition Date:				Vendor:			
Acquisition Method: <input type="text" value="TRAN"/> 				Vendor Name:			
Gain/Loss Account Type:				Alias/DBA:			
				Purchasing Authority: <input type="text"/>			

- G. Complete the Component Location Details tab.

1. Click the Component Location Detail tab.
2. From the **New Location** field, select Location A for your department by using the picklist.
3. From the **New Sub Location** field, select Sub Location 001 for your department by using the picklist.

<b>Component</b>		Fixed Asset Number: STU 1 - 6.4		Component Number: 1	
Component General Information		<b>Acquisition Details</b>		<b>Component Location Details</b>	
Cost, Valuation & Depreciation		Disposition Details		Fixed Asset Intent Reference	
				Insurance	
Location: 010		New Location: <input type="text" value="101A"/> 			
Address 1:		New Address 1:			
Address 2:		New Address 2:			
City:		New City:			
State:		New State:			
Zip:		New Zip:			
County:		New County:			
Country:		New Country:			
Longitude:		New Longitude:			
Latitude:		New Latitude:			
Sub Location: 001		New Sub Location: <input type="text" value="001"/> 			

- H. Complete the Component Classification tab.

1. Click the Component Classification tab.
2. Verify that the asset values are inferred from the Fixed Asset Registry tables.

3. From the Fixed Asset Classification pick list, select **Adjustment**.

Component General Information	Acquisition Details	Component Location Details	<b>Component Classification</b>
Cost, Valuation & Depreciation	Disposition Details	Fixed Asset Intent Reference	Insurance

Fixed Asset Classification: <b>Adjustment</b>	BSA:
Fixed Asset 1072-48	Sub BSA:
Catalog:	OBSA:
Fixed Asset Type: V	Sub OBSA:
Fixed Asset Group: 1072	Accum Depr BSA: 0865
Useful Life: 4	Accum Depr Sub BSA:
In Service Date:	
Out-of-Service Date:	
Received Date:	

- I. Complete the General Information tab on the Accounting component.

1. Click the **Accounting** component.
2. In the **Line Amount** field, enter **2000**.
3. Confirm the **Funding Fiscal Year** field is set to **2015**.
4. Confirm the **Funding Budget Fiscal Year** field is set to **2015**.
5. Confirm the **Responsibility Center Posting** check box is checked.

<b>Accounting</b>		Total Lines: 1	Accounting Line: 1	Line Amount: \$0.00
<b>General Information</b>	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	

Event Type: FA29	Budget FY: <input type="text"/>
Accounting Template:	Fiscal Year: <input type="text"/>
Line Description: <input type="text"/>	Period: <input type="text"/>
Line Amount: 2000	Funding Fiscal Year: 2015
Internal Sale Gain/Loss Amount:	Funding Budget FY: 2015
Depreciation Amount: \$0.00	Selling Price: \$0.00
Historic Asset Cost: \$21,000.00	Responsibility Center Posting: <input checked="" type="checkbox"/>
Accum Depr Amount: \$0.00	Debt ID: <input type="text"/>

- J. Complete the Fund Accounting tab.

1. Click the **Fund Accounting** tab.

2. In the Fund field, enter ***your student data card information***.
3. In the Department field, enter ***your student data card information***.
4. In the Unit field, enter ***your student data card information***.
5. In the Appr Unit field, enter ***your student data card information***.
6. In the **Object** field, enter **8411**.

General Information	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting
Fund: 9001	Object: 8411	OBSA:	
Sub Fund:	Sub Object:	Sub OBSA:	
Department: 101	Revenue:	Dept Object:	
Unit: 0101	Sub Revenue:	Dept Revenue:	
Sub Unit:	BSA:		
Appr Unit: 1010000	Sub BSA:		

7. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the **following message displays in the upper left corner of the screen: "Document validated successfully."**
  8. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **"Document submitted successfully."**
- K. Once approval is applied and the FS is in Final status, navigate to the Fixed Asset Component Journal and verify the asset information is updated.
1. In the **Jump to** field, enter **JFACJ**.
  2. Click **Go**.
  3. The JFACJ Search window displays. In the **Department** field, enter ***your student data card information***.
  4. In the FA Number field, enter your student data card information.
  5. Click **Ok**.

Department : 101	FA Number : STU 1 - 6.4
Unit :	FA Component Number :
Activity :	Acquisition Method :
Function :	FA Type :
Reporting :	Asset System Number :
Location :	Asset System Description :
Sub Location :	FN Doc Code :
Doc Code :	FN Doc Dept :
Doc Dept :	FN Doc ID :
Doc ID :	Asset Status :

Ok Clear Cancel

6. Click the **FS** record.
7. Confirm the Final Asset Component Value is \$2,000.00.



8. Click **Responsibility Center** to expand the component and verify the details here.

▼ Responsibility Center

Custodian :	Appr Unit :	Task :
Fund : 9001	Object :	Sub Task :
Sub Fund :	Sub Object :	Task Order :
Government Branch : 02	Revenue :	Major Program :
Cabinet : 01	Sub Revenue :	Program :
Department : 101	Dept Object :	Phase :
Division : 101	Dept Revenue :	Program Period :
Group :	Activity :	Assignee Employee Number :
Section :	Sub Activity :	Assignee Employee Name :
District :	Function :	Use Code :
Bureau :	Sub Function :	Driver's License Number :
Unit : 0101	Reporting :	
Sub Unit :	Sub Reporting :	

9. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## Lesson Summary

In this lesson, you:

- Transferred an asset to a different Unit using the Fixed Asset Transfer (FT) document
- Reviewed the Reorganization process
- Processed an internal sale using the Fixed Asset Internal Sale (FS) document

## Check Your Progress

1. The FT document is used to transfer assets between Responsibility Center funds.
  - a. True
  - b. False
2. Which document records the internal sale of an asset?
  - a. FM
  - b. FI
  - c. FD
  - d. FS
3. With an FT document, if an asset is accounted for at the responsibility center, depreciation is calculated up until the reorganization date (Record Date of the FT document) and is charged to the sending unit's Responsibility Center.
  - a. True
  - b. False

## 7. Asset Depreciation

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### Learning Objectives

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In this lesson, you will:

- List the depreciation process
- Record manual depreciation using the Manual Depreciation (FE) document
- Navigate to depreciation tables

### Lesson Overview

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Depreciation is a loss or decrease in the value of an asset due to time, wear, or market value. The State uses the Straight Line Method on its depreciable assets. There are two tables: Depreciation History (DEPH) to view depreciation history and Depreciable Elements Change (DEPEC) to view depreciation-related elements (for example, useful life) that have updated throughout the year.

#### 7.1. Mass Depreciation Process

---

Depreciation is the process by which an asset's book value decreases over time. As capital assets age, wear, or become obsolete, the loss in value is recognized as depreciation expense. A server, for example, that initially costs \$5000 is worth substantially less than the original cost in the third year of its useful life.

This section provides a detailed description of the Asset Depreciation business process, performed by the General Accounting Office. The Straight Line method is identified as the depreciation method which is going to be used by the State. This scenario describes the ability for the General Accounting Office to depreciate assets in AFIS, using the Straight Line method of Depreciation for CAFR Reporting.

The following asset types ("Fixed Asset catalogs" in AFIS) are identified as non-depreciable by the State:

- Land
- Construction in Progress
- Works of art Non-Depreciable
- Infrastructure Non-depreciable
- Development in Progress – Intangible capital assets
- Tangible Rights of Way – Land Held for Future Development

All the other asset types are subject to straight line depreciation. Users may check whether a specific asset type is subject to depreciation by reviewing the records on Fixed Asset Type (FATP) Table in AFIS.

The Mass Depreciation process may be run in two modes: Report Mode or Update Mode.

- The Report Mode generates a report listing the depreciation to be applied to each selected asset based on the input parameters and each asset's depreciation attributes. The report is sorted and summarized by Department and Fixed Asset Type. No depreciation updates are made in the system when the process is run in this mode.
- In Update Mode, the process calculates the depreciation and updates Journals and the Fixed Asset Registry with Mass Depreciation (ME) documents. End users are not able to open these documents though they do appear as a record on these tables. The ME document does not appear on the Document Catalog, but users are able to view it on the Fixed Asset Accounting Journal (JFAAJ) and Accounting Journal (JACTG) tables. The Mass Depreciation job also inserts the calculated Depreciation Amount in the Depreciation History (DEPH) table for each asset record in AFIS.

The General Accounting Office runs the AFIS Mass Depreciation Process in update mode monthly and during the annual close each year. The batch process only selects assets subject to depreciation, and automatically computes depreciation using the Straight Line Method.

Any asset changes made between depreciation runs will be included in depreciation calculations, during the next process run.

Once the Mass Depreciation process is run in update mode, infoAdvantage tables are also updated, which will then be used to generate CAFR Reports.

## 7.2. Manual Depreciation State Process Overview

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The manual depreciation process could be used for example where correction to a depreciation amount needs to be recorded immediately instead of waiting for the automated process to run.

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-007 and represented by Figure 14 below.

1. In the event that an asset that was scheduled for depreciation was not effectively processed during the mass depreciation run, the FE document will be processed in order to depreciate the asset manually.
2. The General Accounting Office is responsible for the drafting of the Fixed Asset Depreciation Expense (FE) transaction in the system. The FE document updates the accumulated depreciation on the FAR tables and the last depreciation date on the FAR Header with the document record date. The existing asset number is required to be entered on the FE document. Any supporting documentation may be attached to the FE document at this time. Upon completion of the data entry the FE document is submitted and routed for approval.
3. The FE document and any attached documentation are then reviewed for accuracy.
4. Upon final submission of the FE document the Fixed Asset registry tables within AFIS are updated.

Figure 14: Record Manual Depreciation (AM-TB-007)



## ACTIVITY 7.2

### Record Manual Depreciation

#### Scenario

The GAO noticed that the Prisoner Transportation Bus (Activity 1.2) was not picked up in the Mass Depreciation Process. Use a Manual Depreciation (FE) document to manually depreciate the asset.

Note: This activity is linked to Activity 1.2, which must be completed successfully before performing the steps in this activity.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Create an FE document from the document catalog.
  1. Click **Search** from the Secondary Navigation Panel.
  2. Click Document Catalog.
  3. Click **Create**.
  4. In the **Code** field, enter **FE**.
  5. In the **Doc Dept** field, enter **your student data card information**.
  6. Check the **Auto Numbering** check box.
  7. Click **Create**.
- B. Complete the General Information tab in the Header component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  2. In the Document Description field, enter *Manual Depreciation*.
  3. In the Fixed Asset Number field, enter your student data card information from Activity 1.2.
  4. Verify the **Event Type** is set to **FA03** (Record Deprecation of an Individual Fixed Asset).

5. Click the **Auto Apply** button.

Fixed Asset Depreciation(FE) Dept: 101 ID: 201500000022 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 03/11/2015

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information Document Information

Document Name: Fixed Asset Number: STU 101 - 1.2

Record Date: Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE

Budget FY: Document Depreciation: \$0.00

Fiscal Year: Final Accumulated Depreciation: \$0.00

Period: Final Asset Value: \$277,500.00

Document Description: Manual Depreciation Final Net Book Value: \$277,500.00

Asset Status: 1 Event Type: FA03

Asset Status Name: Active Memo Asset: No

Asset System Number:

Save Undo Auto Apply

- C. Verify COA elements are inferred on the Responsibility Center tab.

1. Click the Responsibility Center tab.
2. Verify the Fund, Department, Unit, and Appropriation Unit fields are inferred.

**Header**

General Information Extended Doc Description **Responsibility Center** Composite Asset Information Document Information

<b>Custodian:</b>	<b>Revenue:</b>	<b>Task:</b>
Fund: 9001	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 101	Dept Revenue:	Major Program:
Unit: 0101	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1010000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:

- D. Verify the values associated with Component Number 01 are inferred on the Component component.

1. Click the **Component** component from the Secondary Navigation Panel.
2. Verify the values with the Component Number on the tabs.
3. Click the Cost, Valuation and Depreciation tab.
4. In the Depreciation Amount field, enter **4,200.00**.

- E. Verify the values associated with Component Number 02 are inferred on the Component component.
1. Click on **Component 02** in the grid at the top.
  2. Verify the values with the Component Number on the tabs.
  3. Click the Cost, Valuation and Depreciation tab.
  4. In the Depreciation Amount field, enter **460.00**.
- F. Verify the values associated with each Component Number are inferred on the Accounting component.
1. Click the **Accounting** component.
  2. Verify the values associated with the **Component Number** on the tabs. They cannot be modified.
  3. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **"Document validated successfully."**

View All 1 of 3 | Document validated successfully

Fixed Asset Depreciation(FE) Dept: 101 ID: 201500000022 Ver.: 1 Function: New Phase: Draft Modified by Student1 03/

Header	
General Information	Extended Doc Description Responsibility Center Composite Asset Information Document Information
Document Name:	Fixed Asset Number: STU 101 - 1.2
Record Date:	Fixed Asset Description: TRANSPORTATION BUS - PRISONER VEHICLE
Budget FY:	Document Depreciation: \$4,660.00
Fiscal Year:	Final Accumulated Depreciation: \$4,660.00
Period:	Final Asset Value: \$277,500.00
Document Description: Manual Depreciation	Final Net Book Value: \$272,840.00
Asset Status: 1	Event Type: FA03
Asset Status Name: Active	

4. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **"Document submitted successfully."**

**Note:** Upon submittal, users will see a Warning message 'Depreciation Method should be MANUAL.'

5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 7.3. Researching Depreciation Documents

Two tables track depreciation and calculate depreciation in AFIS.

- Depreciable Elements Change (DEPEC) table
- Depreciation History (DEPH) table

Depreciation is calculated by taking into account the Effective Date from the above tables.

### Depreciable Elements Change (DEPEC) Table

The DEPEC table stores the old and new values for fields that impact depreciation, along with status indicators (Active flag and Process Date), which identify when and if the record was already considered by depreciation logic. The depreciation calculation routine, in the FA documents and the Mass Depreciation process, reads this table before calculating the depreciation and uses the data from this table in the depreciation calculation. Manual updates are not allowed on this table.

Fixed Asset documents with Betterment, Asset Value Increase / Decrease and Modification Event Types will insert records into this table. Fixed Assets documents with Mass Depreciation, Transfer and Disposition Event Types will update the records on this table.

FA Depreciation Elements Change			
Fixed Asset Number	Component Number	Process Date	Active
✓ AD0000001	001		No
First Prev Next Last			
<a href="#">Search</a>			
<b>General Information</b>			
Fixed Asset Number : AD0000001		Creation Doc Code : FI	
Component Number : 001		Creation Doc Dept : ADA	
Component Value : \$25,651.32		Creation Doc ID : 201500000001	
Accumulated Depreciation : \$1,897.50		Effective Date : 07/29/2014	
Component Net Book Value : \$23,753.82			
<b>Depreciable Elements</b>			
Old Depreciation Method : Straight Line		New Depreciation Method : Straight Line	
Old Useful Life : 8		New Useful Life : 8	
Old Acquisition Date :		New Acquisition Date :	
Old In Service Date :		New In Service Date :	
Old Depreciation Structure : Responsibility Center		New Depreciation Structure : Responsibility Center	
Old Summary Salvage Value : \$0.00		New Salvage Value : \$0.00	
		New Component Value : \$31,349.32	
<b>Modification History</b>			
Modification Doc Code : FE		Active : <input type="checkbox"/>	
Modification Doc Dept : ADA		Process Date :	
Modification Doc ID : 201500000003		Last Action Date : 07/29/2014	
<a href="#">Top</a>			
<a href="#">FA Depreciation History</a> <a href="#">Fixed Asset Registry Component</a>			

## Depreciation History (DEPH) Table

The DEPH table stores the depreciation amount calculated using the DEPEC table's values. The Depreciation History table stores this information for reporting and audit trail purposes. Records are inserted by FA documents with Transfer and Disposition Event Types and the Mass Depreciation process. Manual inserts are not allowed on this table.


Transition back to the DEPEC table by clicking the FA Depreciation Elements Changes link. View the asset's component line, including depreciation amount, by clicking the Fixed Asset Registry Component link.

FA Depreciation History

	Fixed Asset Number	Component Number	Depreciation Begin Date	Depreciation End Date	Depreciation Amount
✓	AD0000001	001	12/25/2013	07/29/2014	\$1,897.50
	AD0000001	001	07/30/2014	03/01/2015	\$2,340.18
	AD0000001	001	03/01/2015	08/30/2014	(\$1,595.14)

First Prev Next Last

Search



▼ General Information

Fixed Asset Number : AD0000001

Depreciation Begin Date : 12/25/2013

Component Number : 001

Depreciation End Date : 07/29/2014


DEPEC Record Number :


Depreciation Method : Straight Line

Depreciation Amount : \$1,897.50

Process Date : 07/29/2014

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 FA Depreciation Elements Changes

 Fixed Asset Registry Component



## ACTIVITY 7.3

### View Depreciation Tables

#### Scenario

You want to view the depreciation amount and changes on the depreciation tables for an asset that subsequently was increased in value. Open the DEPH table to view the depreciation amount, and navigate to the DEPEC table to view the change in depreciation fields.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Use the Jump to field to open the DEPH table.
  1. In the **Jump to** field, enter **DEPH**.
  2. Click **Go**.
- B. Search for your Fixed Asset number within the table.
  1. Click **Search**.
  2. In the **Fixed Asset Number** field, enter **the fixed asset INST 1 - 7.3**.
  3. Click **Ok** or press **Enter** on the keyboard.
- C. Review the depreciation information and access the DEPEC table.
  1. The Fixed Asset record displays on the DEPH table. Note the amount in the **Depreciation Amount** field.
  2. Click **FA Depreciation Elements Changes**.

FA Depreciation History

[Menu](#) [Back](#)

	<u>Fixed Asset Number</u>	<u>Component Number</u>	<u>Depreciation Begin Date</u>	<u>Depreciation End Date</u>	<u>Depreciation Amount</u>
✓	INST 1 - 7.3	1	07/01/2014	10/01/2014	\$1,057.57
	INST 1 - 7.3	1	10/02/2014	10/26/2014	\$287.38
	INST 1 - 7.3	1	10/27/2014	10/27/2014	\$14.42

First Prev Next Last

[Search](#)

▼ General Information

Fixed Asset Number : INST 1 - 7.3

Component Number : 1

DEPEC Record Number :

Depreciation Begin Date : 07/01/2014

Depreciation End Date : 10/01/2014

Depreciation Method : Straight Line

Depreciation Amount : \$1,057.57

Process Date : 10/27/2014

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[FA Depreciation Elements Changes](#) [Fixed Asset Registry Component](#)

- D. Review the depreciation information and changes on the DEPEC table.
1. Click the downward facing arrow to expand all sections.
  2. Review the **New Component Value** field, which resulted from the transfer to the new unit.
  3. Review the **Modification History** to see the last action date.

**FA Depreciation Elements Change**

Fixed Asset Number	Component Number	Process Date	Active
✓ INST 1 - 7.3	1	10/27/2014	No

First Prev Next Last

[Search](#)

▼ **General Information**

Fixed Asset Number : INST 1 - 7.3      Creation Doc Code : FI

Component Number : 1      Creation Doc Dept : 200

Component Value : \$21,000.00      Creation Doc ID : INST 1 - 7.3

Accumulated Depreciation : \$1,057.57      Effective Date : 10/27/2014

Component Net Book Value : \$19,942.43

▼ **Depreciable Elements**

Old Depreciation Method : Straight Line      New Depreciation Method : Straight Line

Old Useful Life : 5      New Useful Life : 5

Old Acquisition Date :      New Acquisition Date :

Old In Service Date :      New In Service Date :

Old Depreciation Structure : Responsibility Center      New Depreciation Structure : Responsibility Center

Old Summary Salvage Value : \$21.00      New Salvage Value : \$28.00

New Component Value : \$28,000.00

▼ **Modification History**

Modification Doc Code : ME      Active : ☐

Modification Doc Dept : 100      Process Date : 10/27/2014

Modification Doc ID : DEP000000006      Last Action Date : 10/27/2014

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[FA Depreciation History](#)   [Fixed Asset Registry Component](#)

4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## Lesson Summary

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In this lesson, you:

- Listed the depreciation process
- Recorded manual depreciation
- Navigated to depreciation tables

## Check Your Progress

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1. Straight Line is the depreciation method that is used when depreciating the State's assets.
  - a. True
  - b. False
2. Which Fixed Asset type below is depreciable?
  - a. Development in Progress
  - b. Equipment
  - c. Land
  - d. Construction in Progress
3. Which document code is used to record manual depreciation?
  - a. FRM
  - b. ME
  - c. FE
  - d. FM
4. Which table stores an asset's depreciation amount?
  - a. Depreciation History (DEPH)
  - b. Depreciation Elements Changes (DEPEC)
  - c. Fixed Asset Registry Component (FARCOMP)
  - d. All of the Above

## 8. Asset Disposition

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### Learning Objectives

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In this lesson, you will:

- List the Disposition Process
- Create a Fixed Asset Disposition (FD) document to SPMO
- Process the disposal of an asset with a change in sale price
- Review the disposal of an asset with no SPMO approval required
- Research Fixed Asset Dispositions

### Lesson Overview

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Assets may be disposed of due to several reasons: a Department may replace certain types of assets on a regular basis; the asset may be worn and completed its useful life; or the asset may have been lost/stolen. The Fixed Asset Disposition (FD) document is used to record the asset disposal. Disposal options vary, depending on the type of disposition.

#### 8.1. Asset Disposition with SPMO Approval State Process Overview

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Asset Disposition business process commences when a Department decides that an asset is ready for retirement. The Department will secure an SP101 Number from the Surplus Property Management Office. Department users then create a Fixed Asset Disposition (FD) documents to retire assets that are entered in AFIS.

The Department user disposing the asset specifies the applicable disposition method as the method of disposition on the FD document. All possible Disposition methods are found on the Fixed Asset Disposition Method (FADM) table.

No Selling Price is entered on the FD document, and the document is submitted.

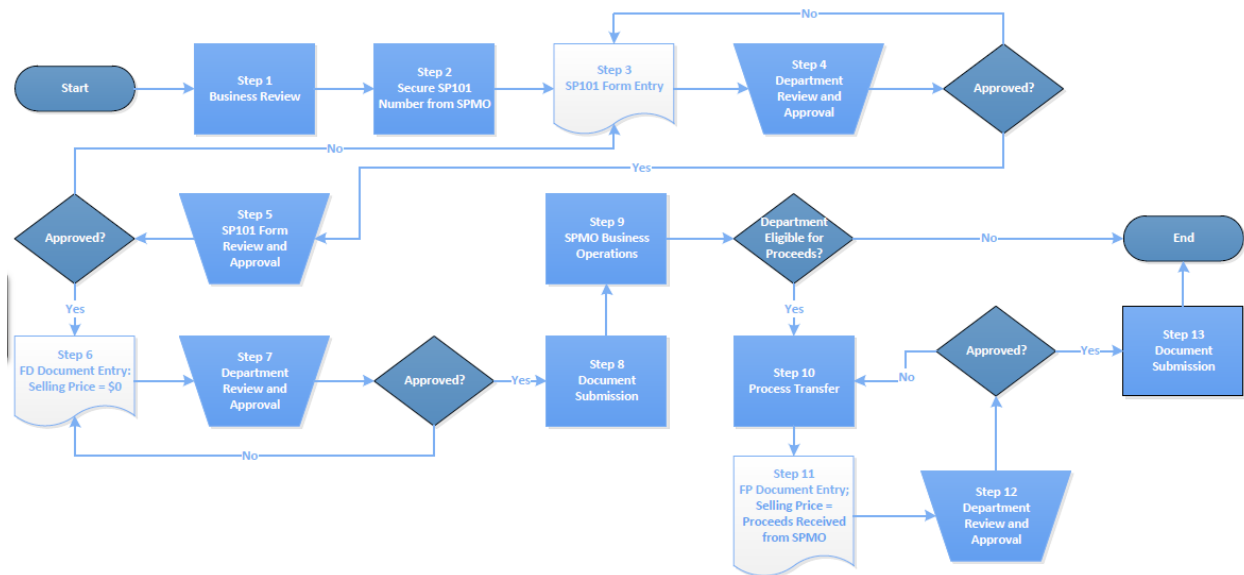
The FD document requires approval from an authorized Department level approver prior to being finalized. If there is a disposition method of vehicle accident, fire or flood, lost, or theft/vandalism then the document subsequently also routes to the GAO. Following State policies and procedures, SPMO conducts the required business operations, i.e., auctions. The SPMO then determines if the Department is eligible to receive proceeds. If the Department is eligible for proceeds, the SPMO will distribute a transfer.

Once the sales price is known, the Department then processes an FP to enter the new selling price. The status is changed to inactive and the associated tables and journals are updated upon final submission.

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-010 and represented by

Figure 15 below.

1. Department identifies the need to retire assets retained in AFIS or items that are considered non-capital assets and currently not included in AFIS.
2. The Department obtains an SP101 form from the Surplus Property Management Office (SPMO).
3. The Department manually fills out the SP101 form and attaches the required documentation if applicable (i.e. vehicle title).
4. The SP101 form and any attached documentation are reviewed as an initial review by an authorized Department level approver.
5. The SP101 form and any attached documentation are reviewed by SPMO.
6. The Department is responsible for the creation of the Fixed Asset Disposal (FD) transaction in AFIS. The Fixed Asset number, disposition date, disposition method, and disposed units are required fields on the FD document. In addition, the SP101 number received back must be notated. If an item is to be auctioned, the disposition status will be set to "Surplus" and the selling price will be recorded at zero. Any supporting documentation may be attached to the FD document at this time. Upon completion of the data entry the FD document is submitted and routed for approval.
7. The FD document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
8. The FD document will be submitted. Additionally, the Fixed Asset registry tables, FA warranty tables, FA infrastructure maintenance tables, and associated tables within AFIS will be updated.
9. Following State policies and procedures, SPMO conducts the required business operations, i.e., auctions. If SPMO determines the Department is not eligible to receive proceeds, then no further steps are necessary and the disposal process has been completed. If SPMO determines the Department is eligible to receive proceeds continue to step 10.
10. If the Department is eligible to receive proceeds, SPMO will determine the amount of the proceeds to distribute via a transfer. The transfer will be accompanied by the asset number.
11. Once the Department receives the proceeds from SPMO, they will process a FP document and enter a new selling price. The asset status will be changed to "inactive." The appropriate gain/losses will be calculated and posted. Refer to flow chart AM-TB-011 for instructions on processing.
12. The FP document is reviewed by an authorized Department level approver.
13. Upon final submission of the FP document, the system using the posting line information to update the Fixed Asset and general accounting journals, Fixed Asset registry tables and other accounting tables such as the Balance Sheet Balance Table (BBAL).

**Figure 15: Dispose of Asset (Surplus Property Management Office) (AM-TB-010)**

## 8.2. Fixed Asset Disposition Document Components

The Fixed Asset Disposition (FD) document allows a user to record the disposition of existing assets. Examples of assets included are those that are destroyed, traded-in, sold, written-off, worn, and vandalized. Only those fields used to create and record the disposition postings are editable. All others are completed with the Auto Apply action, found on the Header and Component components. Clicking Auto Apply brings information into the document from the Fixed Asset Registry tables, using the already existing Fixed Asset number. If the asset has more than one component and not all will be disposed of, then simply delete those component lines by clicking the trash can icon. This is only available for non-composite assets.

An FD document must be processed with the appropriate disposition method, disposal reasons, comments and asset description.

When using the FD document, it is helpful to remember the following points.

- Betterments can be disposed of independently from the original asset.
- AFIS enables a user to record:
  - The disposition of an asset and all of its components (composite or non-composite assets).
  - The disposition of individual components only for non-composite assets.
  - The disposition of a portion of the available units for components with multiple units, only for non-composite assets.
- The FD document updates Fixed Asset tables with the disposition results, where it remains until it is archived.

- For a lost or stolen Fixed Asset, an FD document should only be processed after the Department has exhausted its recovery options.
- For composite assets, the Disposition Method is required for each disposed asset. Valid disposition methods are defined on the Fixed Asset /Acquisition Disposition Method (FADM) table.
- The FD recognizes a gain or loss and generates the appropriate accounting (including depreciation) to dispose the asset from the tables and Accounting Lines of AFIS.

## Fixed Asset Disposition Header Component

The Fixed Asset Disposition Header Component lists general information about the document as well as information that apply to the asset as a whole versus the individual components of the asset.

### Fixed Asset Disposition - General Information Tab

This tab contains descriptive fields and date information common to most document Headers. In addition to these common fields are ones for identifying a Fixed Asset Number and Event Type.

The screenshot shows the 'Fixed Asset Disposition(FD)' window with the 'General Information' tab selected. The header bar indicates 'Dept: 101', 'ID: 201500000018', 'Ver: 1', 'Function: New', 'Phase: Final', and 'Modified by Student1, 03/11/2015'. The 'Header' section contains the following fields:

- Document Name:** (empty text box)
- Record Date:** 03/11/2015 (calendar icon)
- Budget FY:** 2015
- Fiscal Year:** 2015
- Period:** 9
- Document Description:** Disposal of Asset (dropdown menu)
- Asset Status:** 3 (dropdown menu with up/down arrows)
- Asset Status Name:** Surplus
- Fixed Asset Number:** STU1-HARLEY (dropdown menu with up/down arrows)
- Fixed Asset Description:** MOTORCYCLE - HARLEY (dropdown menu)
- Document Total:** \$16,500.00
- Document Depreciation:** \$0.00
- Final Accumulated Depreciation:** \$0.00
- Final Asset Value:** \$0.00
- Final Net Book Value:** \$0.00
- Event Type:** FA04 (dropdown menu with up/down arrows)
- Memo Asset:** No
- Asset System Number:** (empty text box)
- Asset System Description:** (empty text box)

At the bottom right, there are two buttons: 'Auto Apply' and 'Fixed Asset Equity Sources'.

### Fixed Asset Disposition - Extended Document Description Tab

This tab contains the standard extended description field that is associated with the document. It is not an extended description for the asset as it is not stored on any asset information tables.



### ***Fixed Asset Disposition - Responsibility Center Tab***

This tab contains Chart of Accounts (COA) fields defined as being responsible for the asset.

Header		
General Information	Extended Doc Description	Responsibility Center
<b>Custodian:</b>	<b>Revenue:</b>	<b>Task:</b>
Fund: 9000	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 100	Dept Revenue:	Major Program:
Unit: 0100	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1000000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:
	Sub Reporting:	Assignee Employee Number:
		Assignee Employee Name:
		Use Code:
		Driver's License Number:

### ***Fixed Asset Disposition - Composite Asset Information Tab***

This tab contains many asset definition fields which serve as defaults to the individual Components of the asset. Many of these fields control depreciation. The Depreciation Amount field exists to record an amount of depreciation to record at disposition of a Composite Asset when that asset contains a Depreciation Method of Manual.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Disposition Information	Document Information
<b>Composite Asset:</b> No			<b>Acquisition Date:</b>		
<b>Fixed Asset Catalog:</b>			<b>In Service Date:</b>		
<b>Fixed Asset Type:</b>			<b>Out-of-Service Date:</b>		
<b>Fixed Asset Group:</b>			<b>Depreciation Structure:</b>		
<b>Depreciation Method:</b>			<b>Valuation Date:</b>		
<b>Useful Life:</b>			<b>Summary Valuation \$0.00 Amount:</b>		
<b>Asset Impairment:</b>			<b>Summary Salvage Value: \$0.00</b>		
			<b>Depreciation Amount:</b>		

### Fixed Asset Disposition - Disposition Information Tab

This tab contains fields that control disposition postings as well as collect information for reporting purposes.

General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	Disposition Information	Document Information
Disposition Date: 03/11/2015		Selling Price: \$0.00			
Disposition Method: SOLD		Disposition Authority: SP101			
Disposition Code: Sold		Disposal Reason:			
Property Survey Report ID:		Disposal Condition:			
Security Incident Report ID:					
Police Report ID:					

### Fixed Asset Disposition Component

The Fixed Asset Disposition Component lists specific attributes of each asset component. Components may be added during the life of the asset but cannot be added at time of disposition. The Auto Apply action is also available on this page to retrieve values from the Fixed Asset Registry table for only the specified components.

### Fixed Asset Disposition - Component General Information Tab

This tab contains descriptive fields which are recorded for informational reporting on the component. Only Component Number is editable in case a user wishes to specify a specific component to dispose of instead of disposing of them all.

Component		Fixed Asset Number: STU1-HARLEY		Component Number: 01	
Component General Information		Acquisition Details		Component Location Details	
Disposition Details		Insurance		Component Classification	
Cost, Valuation & Depreciation					
Component Number: 01		Description 1:			
Commodity: 07156		Description 2:			
Units: 1.00000		Description 3:			
Unit of Measure: EA		Description 4:			
Surface Area:		Description 5:			
Statistical Units:		Extended Description:			
Statistical UOM:		Property ID:			
Manufacturer: HARLEY DAVIDSON		Property Description:			
Model Number: H6700		Asset Impairment:			
Plat Number:		Asset System Number:			
Serial Number:					
Tag Number:					
Base Asset: Yes					

### Fixed Asset Disposition - Acquisition Details Tab

This tab contains fields captured at acquisition.

### ***Fixed Asset Disposition - Component Location Details Tab***

This tab contains the same location information as the Header for recording such details at a component that may be located at a different location as not all components may be physically attached to one asset.

### ***Fixed Asset Disposition - Component Classification Tab***

This tab contains many of the same fields found on the Header for asset definition that will control depreciation. Other fields include the Fixed Asset Classification field, which controls how the asset is recorded for accounting purposes, as well as fields to record the Balance Sheet Accounts that will be used for the asset.

Component General Information	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation
Disposition Details		Insurance		
Fixed Asset Classification: Adjustment		BSA: 0811		
Fixed Asset Catalog: 1070-12		Sub BSA:		
Fixed Asset Type: V		OBSA: 3610		
Fixed Asset Group: 1070		Sub OBSA:		
Useful Life: 5		Accum Depr BSA: 0865		
In Service Date: 03/11/2015		Accum Depr Sub BSA:		
Out-of-Service Date:				
Received Date:				

### ***Fixed Asset Disposition - Cost, Valuation, & Depreciation***

This tab contains several information fields for reporting needs as well as various amounts accumulated to date before the disposal.

### ***Fixed Asset Disposition - Disposition Details Tab***

This tab contains fields that control disposition postings as well as collect information for reporting purposes. A field exists to record an amount of depreciation to record at disposition of a Component when that Component contains a Depreciation Method of Manual. A value is automatically populated in this field by the application when the Depreciation Method is Straight Line.

Component General Information	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation
Disposition Details		Insurance		
Disposition Date: 03/11/2015		Gain/Loss: (\$15,978.51)		
Disposition Method: SOLD		Gain / Loss Account Type: Expense		
Disposed Units: 1.00000		Last Depreciation Date: 03/11/2015		
Selling Price: \$0.00		Depreciation Amount: \$0.00		
Memo Disposal Value: \$0.00		Historic Asset Cost: \$16,500.00		
Disposition Code: Sold		Accum Depr: \$521.49		
Property Survey Report ID:		Disposition Authority: SP101		
Security Incident Report ID:		New Statistical Units:		
Police Report ID:		Disposal Reason:		
		Disposal Condition:		

## Fixed Asset Disposition Accounting Component

The Fixed Asset Disposition Accounting Component lists the Chart of Accounts (COA) details for how each asset component was funded. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the Disposition document Header.

### Fixed Asset Disposition - General Information Tab

This tab contains descriptive fields and date information common to most document Accounting Lines. The Event Type field in this tab is protected as it defaults from the Header. Different amounts are displayed that will be used in the various Posting Lines created for the Accounting Line.

General Information	Fund Accounting	Detail Accounting
Event Type: FA04	Budget FY: 2015	
Accounting Template:	Fiscal Year: 2015	
Line Description:	Period: 9	
Line Amount: \$16,500.00	Responsibility Center Posting: <input checked="" type="checkbox"/>	
Selling Price: \$0.00		
Depreciation Amount: \$0.00		
Historic Asset Cost: \$16,500.00		
Accum Depr Amount: \$521.49		
Gain /Loss Amount: (\$15,978.51)		
Gain / Loss Account Type: Expense		

### Fixed Asset Disposition - Fund Accounting Tab

This tab contains the same COA fields as found on other documents.

General Information	Fund Accounting	Detail Accounting
Fund: 9000	Object:	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department: 100	Revenue:	Dept Object:
Unit: 0100	Sub Revenue:	Dept Revenue:
Sub Unit:	BSA:	
Appr Unit: 1000000	Sub BSA:	

### Fixed Asset Disposition - Detail Accounting Tab

This tab contains the same COA fields as found on other documents.

## Fixed Asset Disposition Posting Component

The Fixed Asset Disposition Posting Component lists the system-generated details used to recognize the financial impact of a specific Accounting Line. If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset, General Accounting journals and other accounting tables. The fields and components on this page are like those of other documents with the addition of a component to provide the Fixed Asset Number and Component Number.

### 8.3. Fixed Asset Disposition Document Data Entry

Each FD document component requires information and/or verification. This topic describes the data entry requirements for FD documents.

#### Fixed Asset Disposition Header

The Header component of the FD document lists general information about the document, as well as, information that apply to the asset as a whole versus the individual components of the asset.

The General Information tab contains descriptive fields and dates common to most document Headers. In addition to these common fields, there are ones for identifying a Fixed Asset Number and Event Type.

- **Fixed Asset Number** - This is the Fixed Asset Number which is located on the FARHDR table and is assigned to the asset that will be disposed of.
- **Event Type** - This will default to FA04 (Dispose of a Fixed Asset).

The Disposition Information tab contains fields that control disposition postings as well as collect information for reporting purposes. When disposing the entire asset, enter the disposition information in the Header, otherwise it should be entered on the Component component.

The following Disposition fields are used in AFIS.

- **Disposition Date** - enter date asset was disposed or sold.
- **Disposition Method** –determines whether the gain or loss on a sales posts to an expense object or revenue source. See valid values in the pick list or on the FADM table.
- **Disposition Authority** – enter the State surplus SP101 number here.

**Note:** The system automatically copies the values entered in the Header component to the component lines when the document is validated or processed, overwriting any values on the component lines.

Fixed Asset Disposition(FD) Dept: 101 ID: 201500000018 Ver.: 1 Function: New Phase: Final Modified by Student1, 03/11/2015

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information **Disposition Information** Document Information

Disposition Date: 03/11/2015 Selling Price: \$0.00

Disposition Method: SOLD Disposition Authority: SP101

Disposition Code: Sold Disposal Reason:

Property Survey Report ID: Disposal Condition:

Security Incident Report ID:

Police Report ID:

## Fixed Asset Disposition Component

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The Component General Information tab of the Component component lists specific attributes of each asset component. Components may be added during the life of the asset, but cannot be added at time of disposition.

Each asset component has a unique Component Number. On reference or inquiry tables, this code represents the specific component of the related Fixed Asset. When recording the disposition of individual component(s), a user must make the changes on the asset's component lines. This action is performed by going to the Component Line and ensuring the correct Component Number is selected.

The Acquisition Details tab, in the Component component, captures information about the acquisition of the asset. Many of these fields are inferred from the registry tables, with the Auto Apply action.

The Component Location Details tab, in the Component component, contains the asset location at a component level. Not all components may be physically attached to one asset, and may have a different location. The Location field is inferred from the Fixed Asset Registry tables with the Auto Apply action.

The Component Classification tab contains many of the same fields found on the Header that control depreciation. Other fields include the Fixed Asset Classification field, which controls how the asset is recorded for accounting purposes, as well as fields to record the Balance Sheet Accounts that will be used for the asset. These fields are inferred from the Fixed Asset Registry tables, with the Auto Apply action.

The Cost, Valuation & Depreciation tab contains several information fields for reporting needs, as well as various amounts accumulated to date, before the disposal. These fields are inferred from the Fixed Asset Registry tables, with the Auto Apply action.

The Disposition Details tab contains fields that control disposition postings, as well as collecting information for reporting purposes. The disposition information should only be entered on the Header if it is a composite asset, or all components of the asset are being disposed of, otherwise it should be entered on the Component component.

The following Disposition Details fields are used in AFIS.

- **Disposition Date** - enter the date asset was disposed or sold. This defaults to the current date.
- **Disposition Method** - This required field is used to determine whether the gain or loss on a sales posts to an expense object or revenue source. See valid values in the pick list or the on FADM table.
- **Disposed Units** The number of disposed units is entered here.
- **Gain/Loss** - The amount will be calculated by the system and the Gain/Loss Account Type will be inferred based on the Disposition Method.
- **Depreciation Amount** - The FD document records disposition of a Fixed Asset and also generates ledger postings to record depreciation expense for the period between the asset's

Last Depreciation Date, if not already depreciated then it will start from the depreciation date specified for the asset type, and the provided Disposition Date.

- **Disposition Authority** - Use this text field used to describe the disposition authorization. This is where the surplus property SP101 form number is entered.
- **Accum Depr** (Accumulated Depreciation) - This field will automatically calculate once the document is submitted.

Component		Fixed Asset Number: STU1-HARLEY		Component Number: 01	
Component General Information		Acquisition Details		Component Location Details	
Disposition Details		Insurance		Component Classification	
Cost, Valuation & Depreciation					
Disposition Date: 03/11/2015		Gain/Loss: (\$15,978.51)			
Disposition Method: SOLD		Gain / Loss Account Type: Expense			
Disposed Units: 1.00000		Last Depreciation Date: 03/11/2015			
Selling Price: \$0.00		Depreciation Amount: \$0.00			
Memo Disposal Value: \$0.00		Historic Asset Cost: \$16,500.00			
Disposition Code: Sold		Accum Depr: \$521.49			
Property Survey Report ID:		Disposition Authority: SP101			
Security Incident Report ID:		New Statistical Units:			
Police Report ID:		Disposal Reason:			
		Disposal Condition:			

## Fixed Asset Disposition Accounting

The Accounting component lists the COA details for each asset. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the FD document Header.

Once all of the data is entered into the Header, Component, and Accounting components, the debits and credit postings should be reviewed prior to submission of the FD document, to ensure that they are posted to the appropriate accounts.

## Fixed Asset Disposition Posting

There is no user entry on the Posting component of the FD document. The Posting component lists the system-generated details used to recognize the financial impact of a specific Accounting Line.

After document validation, users can click the Posting component to review the posting information, and the Eye icon to view posting details located in the Fund Accounting and Detail Accounting tabs.

Once the FD has been submitted, the Department approver either approves or rejects the document. Once the FD document has been finalized, there are updates that occur to the Fixed Asset Registry Header (FARHDR), Fixed Asset Registry Component (FARCOMP) and Fixed Asset Registry Accounting (FARACTG).

## 8.4. Processing a Fixed Asset Disposition Document

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Departments use the Fixed Asset Disposition (FD) document to record the sale of retired assets to the public.

### ACTIVITY 8.4

#### Complete a Public Sale Using the FD Document

##### *Scenario*

Your Department is going to sell the motorcycle from Activity 4.7 at a public sale. Create an FD document to record the public sale.

Note: This activity is linked to activity 4.7, which must be completed successfully before performing the steps in this activity.

##### *Setup*

- ✓ User is logged into the AFIS Home Page.

##### *Steps*

- Create an FD document from the Document Catalog.
  - Click Search.
  - Click Document Catalog.
  - In the **Code** field, enter **FD** or select it from the pick list.
  - In the **Dept.** field, enter ***your student data card information***.
  - Check the **Auto Numbering** check box.
  - Click **Create**.
- Complete General Information tab in the Header component.
  - When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft. In the **Fixed Asset Number** field, enter the same number from Activity 4.7.
  - In the Document Description field, enter *Disposal of Asset*.
  - From the **Asset Status** pick list, select ***Surplus***.
  - Verify the **Event Type** is set to **FA04** (Dispose of a Fixed Asset).



5. Click **Auto Apply**. This will infer the Component and Accounting Lines associated with the **Fixed Asset Number**.

Fixed Asset Disposition(FD) Dept: 101 ID: 201500000018 Ver.: 1 Function: New Phase: Draft Modified by: Student1, 03/11/2015

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information Disposition Information

Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Disposal of Asset

Asset Status: 3

Asset Status Name: Surplus

Fixed Asset Number: STU1-HARLEY

Fixed Asset Description: MOTORCYCLE - HARLEY

Document Total: \$0.00

Document Depreciation: \$0.00

Final Accumulated Depreciation: \$521.49

Final Asset Value: \$16,500.00

Final Net Book Value: \$15,978.51

Event Type: FA04

Memo Asset: No

Save Undo Auto Apply Fixed Asset Equity Sources

- C. Verify information on the Responsibility Center tab in the Header component is inferred from the Fixed Asset Registry tables.
  1. Click the Responsibility Center tab.
  2. Verify the **Department**, and **Unit** fields are inferred.

**Header**

General Information Extended Doc Description **Responsibility Center** Composite Asset Information Disposition Information

Document Information

Custodian:	Revenue:	Task:
Fund: 9000	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 100	Dept Revenue:	Major Program:
Unit: 0100	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1000000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:

- D. Complete the Disposition Information tab on the Header to dispose the entire asset.
  1. Click the Disposition Information tab.
  2. In the Disposition Date, enter **today's date**.
  3. From the **Disposition Method** pick list, select **SOLD**.
  4. In the **Disposition Code** drop down, select **Sold**.

5. In the Disposition Authority, enter *SP101*.

General Information		Extended Doc Description		Responsibility Center		Composite Asset Information	
Disposition Information				Document Information			
Disposition Date: 03/11/2015		Selling Price: \$0.00		Disposition Authority: SP101			
Disposition Method: SOLD				Disposal Reason:			
Disposition Code: Sold				Disposal Condition:			
Property Survey Report ID:							
Security Incident Report ID:							
Police Report ID:							

- E. Verify the information on the Component Line is automatically inferred from the Registry Tables.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click the **Component** component.
3. Click the **Component Location Details** tab and verify the **Location** is inferred.

Component						Fixed Asset Number: STU1-HARLEY		Component Number: 01	
Fixed Asset Number	Component Number	Units	Selling Price	Disposed Units					
STU1-HARLEY	01	1.00000	\$0.00	1.00000					
From 1 to 1 Total: 1		First Previous Next Last		Go to line: <input type="text"/>		Go			
Component General Information		Acquisition Details		Component Location Details		Component Classification		Cost, Valuation & Depreciation	
Disposition Details		Insurance							
Location: 100A		Sub Location: 001							
Address 1:		Complex / Building:							

**Note:** If there are any component lines that should not be disposed, use the Delete Line icon next to the component line. For this scenario all components will be sold.

4. Click the Component Classification tab and verify the Fixed Asset Classification, Fixed Asset Category, Fixed Asset Type, Fixed Asset Group, Useful Life, and BSA information is inferred.


Component General Information	Acquisition Details	Component Location Details	<b>Component Classification</b>	Cost, Valuation & Depreciation
Disposition Details		Insurance		
<b>Fixed Asset Classification:</b> Adjustment <b>Fixed Asset Catalog:</b> 1070-12 <b>Fixed Asset Type:</b> V <b>Fixed Asset Group:</b> 1070 <b>Useful Life:</b> 5 <b>In Service Date:</b> 03/11/2015 <b>Out-of-Service Date:</b> <b>Received Date:</b>				<b>BSA:</b> 0811 <b>Sub BSA:</b> <b>OBSA:</b> 3610 <b>Sub OBSA:</b> <b>Accum Depr BSA:</b> 0865 <b>Accum Depr Sub BSA:</b>

5. Click the Cost, Value & Depreciation tab and verify the Values, Costs, Depreciation Method and Depreciation Structure are inferred.

Component General Information	Acquisition Details	Component Location Details	Component Classification	<b>Cost, Valuation &amp; Depreciation</b>
Disposition Details		Insurance		
<b>Closing Costs:</b> \$0.00 <b>Salvage Value:</b> \$1,650.00 <b>Valuation Date:</b> <b>Valuation Amount:</b> \$0.00 <b>Replacement Date:</b> <b>Trade-In Credit:</b> <b>Appraisal Date:</b> <b>Appraiser Name:</b> <b>Options to Purchase Property:</b> <b>Deed Information:</b>				<b>Component Total:</b> \$0.00 <b>Final Component Value:</b> \$16,500.00 <b>Depreciation Method:</b> Straight Line <b>Depreciation Structure:</b> Responsibility Center <b>Replacement Type:</b> <b>Asset Being Replaced:</b> <b>Replaced Asset Description:</b>

- F. Review the Disposition Details tab.
1. Click the Disposition Details tab.
  2. Verify the **Disposition Date** is inferred from Header.

3. Leave the **Depreciation Amount** field blank.

Component General Information	Acquisition Details	Component Location Details	Component Classification	Cost, Valuation & Depreciation
<b>Disposition Details</b> Insurance				
Disposition Date: 03/11/2015		Gain/Loss: (\$15,978.51)		
Disposition Method: SOLD 		Gain / Loss Account Type: Expense		
Disposed Units: 1.00000		Last Depreciation Date: 03/11/2015		
Selling Price: \$0.00		Depreciation Amount: \$0.00		
Memo Disposal Value: \$0.00		Historic Asset Cost: \$16,500.00		
Disposition Code: Sold		Accum Depr: \$521.49		
Property Survey Report ID:		Disposition Authority: SP101		
Security Incident Report ID:		New Statistical Units:		
Police Report ID:		Disposal Reason:		

- G. Verify that funding details are appropriately inferred on the Accounting component from the Registry table.
  1. Click the **Accounting** component.
  2. Click the **Fund Accounting** tab and verify the COA elements are inferred from the Fixed Asset Registry tables.
- H. Check the FD document for errors and submit it.
  1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **"Document validated successfully."**
  2. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **"Document submitted successfully."**
- I. Navigate to the Header and review the changes.
  1. On the General Information tab review the following:
    - **Document Total** – updated with the original purchase price of the asset
    - **Document Depreciation** – updated with the total amount of depreciation which reflects the period from the last mass depreciation batch job to the date of sale
    - **Final Accumulated Depreciation** – is zero since the asset was disposed or sold
    - **Final Asset Value** – updated with a zero since the asset was disposed or sold
    - **Final Net Book Value** – updated to zero since the asset was disposed or sold
- J. Navigate to the Component component and review the changes.
  1. On the Disposition Details tab review the following:
    - **Gain/Loss Amount** – original purchase price less depreciation less selling price
    - **Gain/Loss Account Type** – set up as a Revenue or Expense for each type of Disposition Method in the FADM table. In this example, the sale is set up as revenue.

- **Depreciation Amount** – the amount of depreciation since the last mass depreciation batch job was run to the date of sale for this component
  - **Accumulated Depreciation** – the total depreciation since the last mass depreciation job was run to the date of sale for this component
- K. Navigate to the Accounting Component and review the changes.
1. On the General Information tab of the Accounting Component, review the following:
    - **Line Amount** – the original purchase price for the component
    - **Selling Price** – the amount this component was sold for
- L. Navigate to Fixed Asset History (FAHIST) and note that the accounting information is appropriately updated, and then return to the Home Page.
- In the **Jump to** field, enter **FAHIST**.
  - Click **Go**.
  - The Search window is displayed. In **FA Number** field (located in the prompt field), enter number from step B1.
  - Click **Ok**.
  - The documents that you've processed with this Fixed Asset number display. Click the record in the grid that corresponds to the FD document.

Fixed Asset History					
Component Summary					
FA Number	FA Component Number	Doc Code	Doc Dept	Doc ID	Document Component Total
STU1-HARLEY 01		FA	101	201500000078	\$6,500.00
STU1-HARLEY 01		FM	101	201500000049	\$0.00
STU1-HARLEY 01		FI	101	201500000012	\$10,000.00
STU1-HARLEY 01		FT	101	201500000061	\$0.00
✓ STU1-HARLEY 01		FD	101	201500000018	\$16,500.00
STU1-HARLEY 01		FP	101	201500000007	\$0.00
First Prev Next Last					

- On the record, click the arrow next to **Disposition Information** to expand the section.
- Verify the **Disposition Date** and **Disposition Method** fields are update appropriately.

▼ Disposition Information	
Disposition Date : 03/11/2015	Disposition Authority : SP101
Disposition Method : SOLD	New Selling Price : \$0.00
Disposed Units : 1.00000	Gain Loss Amount : (\$15,978.51)
Selling Price : \$0.00	Gain Loss Account Type : Expense
Memo Disposal Value : \$0.00	Shell Generation Date :
Disposition Code : Sold	New Statistical Units :

1. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 8.5. Sale Price Change

Part of maintaining an inventory of assets is to record the disposition of assets, and, if applicable, the selling price of the disposed asset. Assets may be disposed of due to several reasons: your organization may replace certain types of assets on a regular basis, the asset may be worn and completed its useful life, or the asset may have been lost, stolen, etc. AFIS enables you to record the disposition of an asset and all of its components, to record the disposition of individual components, or to dispose a portion of the available units for components with multiple units.

If the selling price for the disposed asset was entered incorrectly, you may use a Fixed Asset document with the FP (Price change) document code to correct Selling Price and adjust the associated gain or loss.

### State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-011 and represented by Figure 16 below.

1. Department identifies the need to change the sales price on an asset that was disposed.
2. The requesting Department is responsible for the drafting of the Fixed Asset Selling Price Change (FP) transaction in AFIS. The selling price gain or loss can be adjusted on the FP document. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry the FP document is submitted and routed for approval.

**Note:** Via an electronic file, SPMO will provide a listing of Fixed Asset Numbers and amount of proceeds transferred back to the Department that can be used to process FP documents.

3. The FP document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
4. Upon final submission of the Fixed Asset Selling Price Change (FP) document, the system uses the posting line information to update the Fixed Asset and general accounting journals, Fixed Asset registry tables and other accounting tables such as the Balance Sheet Balance Table (BBAL).

**Figure 16: Record Sales Price Change (AM-TB-011)**



## 8.6. Sales Price Change Document Components

Documents in AFIS are made up of various components. The Sales Price Change (FP) document contains four components.

### Sales Price Change Header Component

Lists general information about the document as well as information that apply to the asset as a whole versus the individual components of the asset.

#### *FP Header - General Information Tab*

This tab contains descriptive fields and date information common to most document Headers. In addition to these common fields are ones for identifying a Fixed Asset Number and Event Type.

The screenshot displays the 'Fixed Asset Selling Price Change(FP)' document header in the AFIS system. The top status bar shows 'Dept: 101', 'ID: 201500000007', 'Ver.: 1', 'Function: New', 'Phase: Final', and 'Modified by Student1, 03/11/2015'. The 'Header' section is active, with the 'General Information' tab selected. The form contains the following fields and values:

Field	Value
Document Name:	
Record Date:	03/11/2015
Budget FY:	2015
Fiscal Year:	2015
Period:	9
Document Description:	Sales Price Change
New Asset Status:	
New Asset Status Name:	
Fixed Asset Number:	STU1-HARLEY
Fixed Asset Description:	MOTORCYCLE - HARLEY
Summary Change in Selling Price:	\$200.00
Historic Asset Cost:	\$16,500.00
Event Type:	FA12
Memo Asset:	No
Asset System Number:	
Asset System Description:	
Asset Status:	3
Asset Status Name:	Surplus

An 'Auto Apply' button is located at the bottom right of the form.

#### *FP Header - Extended Document Description Tab*

This tab contains the standard extended description field that is associated with the document. It is not an extended description for the asset as it is not stored on any asset information tables.

### ***FP Header - Responsibility Center Tab***

This tab contains Chart of Accounts (COA) fields defined as being responsible for the asset.

Header		
General Information	Extended Doc Description	Responsibility Center
Custodian:	Revenue:	Task:
Fund: 9000	Sub Revenue:	Sub Task:
Sub Fund:	Dept Object:	Task Order:
Department: 100	Dept Revenue:	Major Program:
Unit: 0100	Activity:	Program:
Sub Unit:	Sub Activity:	Phase:
Appr Unit: 1000000	Function:	Program Period:
Object:	Sub Function:	Location:
Sub Object:	Reporting:	Sub Location:
	Sub Reporting:	Assignee Employee Name:
		Assignee Employee Number:
		Use Code:
		Driver's License Number:

### ***FP Header - Composite Asset Information Tab***

This tab contains many asset definition fields which serve as defaults to the individual Components of the asset. Many of these fields control depreciation.

### ***FP Header - Disposition Information Tab***

This tab contains fields that control disposition postings as well as collect information for reporting purposes.


## **Sales Price Change Component**

Lists specific attributes of each asset component. Components may be added during the life of the asset but cannot be added at time of sales price changes. The Auto Apply action is also available on this page to retrieve values from the Fixed Asset Registry table for only the specified components.



### ***FP Component - Component General Information Tab***

This tab contains descriptive fields which are recorded for informational reporting on the component. Only Component Number is editable in the case a user wishes to specify a specific component to change a sales price instead of all components.

Component		Total Lines: 1	Fixed Asset Number: STU1-HARLEY	Component Number: 01
<div> <div>Component General Information</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div>Component Classification</div> <div>Cost, Valuation &amp; Depreciation</div> <div>Disposition Details</div> <div>Insurance</div> </div>				
Component Number: 01 		Description 1:		
Commodity: 07156		Description 2:		
Units: 0.00000		Description 3:		
Unit of Measure: EA		Description 4:		
Surface Area:		Description 5:		
Statistical Units:		Extended Description: <div></div>		
Statistical UOM:		Property ID:		
Manufacturer: HARLEY DAVIDSON		Property Description: <div></div>		
Model Number: H6700		Asset Impairment:		
Plat Number:		Asset System Number: <div></div>		
Serial Number:				
Tag Number:				
Base Asset: Yes				

### ***FP Component - Acquisition Details Tab***

This tab contains fields captured at acquisition.

### ***FP Component - Component Location Details Tab***

This tab contains the same location information as the Header for recording such details about a component that may be located at a different location as not all components may be physically attached to one asset.

### ***FP Component - Component Classification Tab***

This tab contains many of the same fields found on the Header for asset definition that will control depreciation. Other fields include the Fixed Asset Classification field, which controls how the asset is recorded for accounting purposes, as well as fields to record the Balance Sheet Accounts that will be used for the asset.

### ***FP Component - Cost, Valuation, & Depreciation Tab***

This tab contains several information fields for reporting needs as well as various amounts accumulated to date before the disposal.

### ***FP Component - Disposition Details Tab***

This tab contains fields that control disposition postings as well as collect information for reporting purposes.

## Sales Price Change Accounting Component

Lists the Chart of Accounts (COA) details for how each asset component was funded. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the Disposition document Header.

### *FP Accounting - General Information Tab*

This tab contains descriptive fields and date information common to most document Accounting Lines. The Event Type field in this tab is protected as it defaults from the Header. Different amounts are displayed that will be used in the various Posting Lines created for the Accounting Line.

General Information	Fund Accounting	Detail Accounting
Event Type: FA12	Budget FY: 2015	
Accounting Template:	Fiscal Year: 2015	
Line Description:	Period: 9	
Selling Price: \$0.00	Responsibility <input checked="" type="checkbox"/>	Center Posting:
Change in Selling Price: \$200.00		
Gain / Loss Amount: \$0.00		
Gain / Loss Account Type:		

*FP Accounting -*

### *Fund Accounting Tab*

This tab contains the COA field's common to the component as found on other documents.

### *FP Accounting - Detail Accounting Tab*

This tab contains the COA fields common to the component as found on other documents.

## Sales Price Change Posting Component

Lists the system-generated details used to recognize the financial impact of a specific Accounting Line. If a Fixed Asset document has an accounting impact, the system uses the posting line information to update the Fixed Asset and general accounting journals and other accounting tables. The fields and components on this page are like those of other documents with the addition of a component to provide the Fixed Asset Number and Component Number.

## 8.7. Sales Price Change (FP) Data Entry

Each FP document component requires information and/or verification. This topic describes the data entry requirements for FP documents. To create an FP document, use the Document Catalog.

## Sales Price Change Header Component

The FP document opens to the Header component, General Information tab. The following fields require data entry:

**Fixed Asset Number** – Enter the Fixed Asset Number of the Asset

**Event Type** – Defaults to FA12

## Sales Price Change Component

The FP component lists specific attributes of each asset component. Components may be added during the life of the asset but cannot be added at time of sales price changes. The Auto Apply action retrieves values from the Fixed Asset Registry and infers values into many of the fields in the Component component.

### *Sales Price Change Component - Disposition Details Tab*

**Change in Selling Price** – Enter the Change in Selling Price. This is the delta amount to correct the Selling Price. This amount can be positive or negative.

**Note:** the user can also change the Disposition Date, Disposition Method, or the Disposition Authority on an FP document. However, these changes are optional.

## Sales Price Change Accounting Component

Lists the Chart of Accounts (COA) details for how each asset component was funded. All information at this level is protected and will be brought in from the Fixed Asset Registry Accounting Line table or from the Disposition document Header.

## Sales Price Change Posting Component

FP posting lines will automatically be populated with information based on the information in the other components. The information on the FP posting lines cannot be modified.

## 8.8. Complete a Sales Price Change (FP) Document

### ACTIVITY 8.8

#### Complete a Sales Price Change Using the FP Document

##### *Scenario*

Upon Review of the disposals of assets, it was identified the sales price of the Fixed Asset Number in Activity 8.4 was incorrect. It is necessary to create an FP document to change the selling price of the asset.

##### *Setup*

- ✓ User is logged into the AFIS Home Page.

## Steps

- A. Create an FD document from the Document Catalog.
  1. Click Search.
  2. Click Document Catalog.
  3. In the **Code** field, enter **FP** or select it from the pick list.
  4. In the **Dept.** field, enter ***your student data card information***.
  5. Check the **Auto Numbering** check box.
  6. Click **Create**.
- B. Complete General Information tab in the Header component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft. In the **Fixed Asset Number** field, enter the ***Fixed Asset Number entered in Activity 8.4***.
  2. In the Document Description field, enter Sales Price Change.
  3. Verify the **Event Type** is set to **FA12** (Sale Price Change).
  4. Click **Auto Apply**. This will infer the Component and Accounting Lines associated with the **Fixed Asset Number**.

Fixed Asset Selling Price Change(FP) Dept: 101 ID: 201500000007 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 03/11/2015

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Disposition Information

Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Sales Price Change

New Asset Status:

New Asset Status Name:

Fixed Asset Number: STU1-HARLEY

Fixed Asset Description: MOTORCYCLE - HARLEY

Summary Change in Selling Price: \$0.00

Historic Asset Cost: \$16,500.00

Event Type: FA12

Memo Asset: No

Asset System Number:

Asset System Description:

Save Undo Auto Apply

- C. Verify information on the Responsibility Center tab in the Header component is inferred from the Fixed Asset Registry tables.
  1. Click the Responsibility Center tab.
  2. Verify the Fund, Department, Unit, and Appropriation Unit fields are inferred.
- D. Verify the information on the Component Line is automatically inferred from the Registry Tables.
  1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
  2. Click the **Component** component.

3. Click the **Component Location Details** tab and verify the **Location** is inferred.

Component General Information	Acquisition Details	<b>Component Location Details</b>	Component Classification
Cost, Valuation & Depreciation	Disposition Details	Insurance	

<b>Location:</b> 100A	<b>Sub Location:</b> 001
<b>Address 1:</b>	<b>Complex / Building:</b> <input type="text"/>
<b>Address 2:</b>	
<b>City:</b>	

4. Click the Component Classification tab and verify the Fixed Asset Classification, Fixed Asset Category, Fixed Asset Type, Fixed Asset Group, Useful Life, and BSA information is inferred.

Component General Information	Acquisition Details	Component Location Details	<b>Component Classification</b>
Cost, Valuation & Depreciation	Disposition Details	Insurance	

<b>Fixed Asset Classification:</b>	<b>BSA:</b> 0811
<b>Fixed Asset Catalog:</b> 1070-12	<b>Sub BSA:</b>
<b>Fixed Asset Type:</b> V	<b>OBSA:</b> 3610
<b>Fixed Asset Group:</b> 1070	<b>Sub OBSA:</b>
<b>Useful Life:</b> 5	<b>Accum Depr BSA:</b> 0865
<b>In Service Date:</b> 03/11/2015	<b>Accum Depr Sub BSA:</b>
<b>Out-of-Service Date:</b>	
<b>Received Date:</b>	

5. Click the Cost, Value & Depreciation tab and verify the Values, Costs, Depreciation Method and Depreciation Structure are inferred.

E. Review the Disposition Details tab.

- Click the Disposition Details tab.
- Verify the **Disposition Date** is inferred from Header.
- In the **Change in Selling Price** field, enter ***your student data card information***. (The change in selling price is the delta amount to correct the selling price.)

<b>Component</b>	<b>Total Lines:</b> 1	<b>Fixed Asset Number:</b> STU1-HARLEY	<b>Component Number:</b> 01
Cost, Valuation & Depreciation	<b>Disposition Details</b>	Insurance	

<b>Disposition Date:</b> 03/11/2015	<b>Gain / Loss Account Expense Type:</b>
<b>Disposition Method:</b> SOLD	<b>Change in Selling Price:</b> <input type="text" value="200"/>
<b>Disposed Units:</b> 1.00000	<b>New Disposition Date:</b> <input type="text"/>
<b>Selling Price:</b> \$0.00	<b>New Disposition Method:</b> <input type="text"/>
<b>Memo Disposal Value:</b> \$0.00	
<b>Disposition Code:</b> Sold	

- F. Check the FP document for errors and submit it.


1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **“Document validated successfully.”**
  2. Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner: **“Document submitted successfully.”**
- G. Navigate to the Header and review the changes.
1. On the General Information tab review the following:
    - **Summary Change in Selling Price** – price displays the delta amount to correct the selling price for the component
    - **Historic Asset Cost** – displays the original purchase cost for the component
- H. Navigate to the Component component and review the changes.
1. On the General Information tab, review the changes.
- I. Navigate to the Accounting Component and review the changes.
1. On the General Information tab of the Accounting Component, review the following:
    - **Selling Price** – displays the most recently entered selling price for the component
    - **Change in Selling Price** – displays the additional amount that was required to correct the sale transaction
- J. Navigate to Fixed Asset Registry Component (FARCOMP) and note that the accounting information is appropriately updated, and then return to the Home Page.
1. In the **Jump to** field, enter **FARCOMP**.
  2. Click **Go**.
  3. The Search window is displayed. In **FA Number** field (located in the prompt field), enter number from step B1.

4. Click **Ok**.

**Fixed Asset Registry Component**

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU1-HARLEY	01	\$0.00	07156

First Prev Next Last

[Search](#) 

▼ **General Information**


Fixed Asset Number :	STU1-HARLEY	Component Value :	\$0.00
Component Number :	01	Component Accumulated Depreciation :	\$0.00
Asset Status :		Component Net Book Value :	\$0.00
		Historic Asset Cost :	\$16,500.00
		Asset System Number :	
		Asset System Description :	

5. Click the downward facing arrow to expand all sections.
6. Review the updated information.

**Fixed Asset Registry Component**

Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ STU1-HARLEY	01	\$0.00	07156

First Prev Next Last

[Search](#) 

▼ **General Information**

Fixed Asset Number :	STU1-HARLEY	Component Value :	\$0.00
Component Number :	01	Component Accumulated Depreciation :	\$0.00
Asset Status :		Component Net Book Value :	\$0.00
		Historic Asset Cost :	\$16,500.00
		Asset System Number :	
		Asset System Description :	

7. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 8.9. Disposal – No SPMO Approval Required

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The process to dispose of an asset where the agency is exempt from going through SPMO approval is the same as the disposal outlined in section 8.2 with the following two distinctions:

- The final sales price can be entered on the FD document so a separate FP is not needed.
- Approval is not needed from SPMO.

### State Process Overview

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8. The steps below describe the statewide process. Your Department may have additional  
This process is referenced in To Be ID AM-TB-014 and represented by  
Figure 17 below.

1. Department identifies the need to retire an asset retained in AFIS. The Department has been recognized as an exception by the State and is not required to notify or receive approval from the State Surplus Management Office (SPMO).
2. The Department is responsible for the creation of the Fixed Asset Disposal (FD) transaction in AFIS. The Fixed Asset number, disposition date, disposition method, and disposed units are required fields on the FD document. Any supporting documentation may be attached to the FD document at this time. Upon completion of the data entry the FD document is submitted and routed for approval.

**Note:** A workflow rule has been established to route the document for approval as related to the Department having receiving exception processing through SPMO. This refers to a paper based workflow process, outside of Advantage. One of the following outcomes is available:

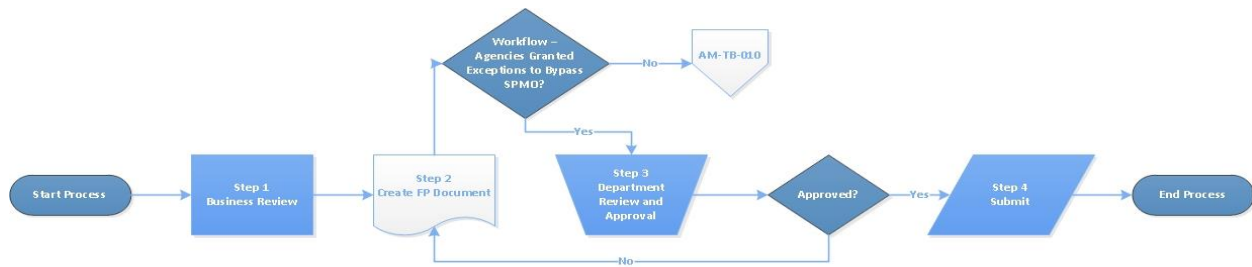
*Yes – the document proceeds to Step 3 within the current workflow.*

*No – the document is returned to the creator (Step 2) to be routed through AM-TB-010 Dispose of Asset (Surplus Property Management Office).*

3. The FD document and any attached documentation are reviewed as an initial review by an authorized Department level approver.
4. Upon final submission of the FD document, the document calculated depreciation and the gain or loss on the disposition. Additionally, the Fixed Asset Registry tables, FA Warranty tables, FA infrastructure maintenance tables, and associated tables within AFIS will be updated.

**Figure 17: Dispose of Fixed Asset (Excluded from Surplus Property Management Office) (AM-TB-014)**





To create the FD document, refer to Section 8.4, Complete a Public Sale Using the FD Document. The only difference in the steps necessary for creating an FD document is that the final sales price is entered on the FD document.

## 8.10. Loss or Theft

Departments use the Fixed Asset Disposition (FD) document to record the sale of retired assets. For assets with a disposition method of vehicle accident, fire or flood, lost, theft/vandalism, additional steps are involved.

After a Department submits documentation of the loss or accident, with a letter signed by the Department head or designee, they also file and submit a police report for the vehicle accident or stolen assets and additionally submit an incident report to the State of Arizona Risk Management Office. For stolen assets, it is helpful to take an employee affidavit and attach a copy of police report, on the Header component of the FD document.

For these disposition methods, the General Accounting Office also approves the FD document to complete the disposition in AFIS.

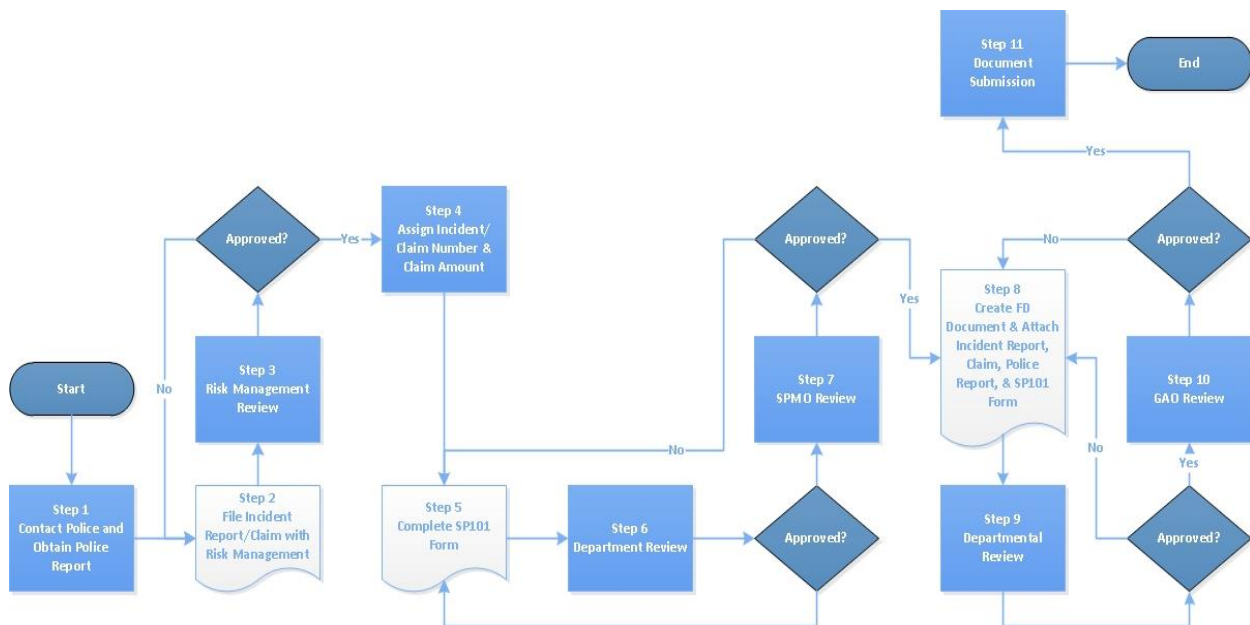
### State Process Overview

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-012 and represented by Figure 18 below.

1. Department is responsible to notify the police Department and to obtain the police report.
2. The Department is responsible to complete and route the appropriate forms (i.e. incident report, claim) for the State of Arizona Risk Management Office.
3. Risk management will review the received forms.
4. Risk management will assign the appropriate incident/claim number and claim amount based on the Fixed Asset's estimated value.
5. The Department will complete the SP101 form unless the Department is determined to be exempt from SPMO.
6. The Department approver will review the SP101 form.
7. The SPMO approver will review SP101 form.

8. The Department is responsible for the drafting of the Fixed Asset Disposal (FD) document in the system. The Fixed Asset Disposition (FD) records the retirement of the asset, the depreciation of the asset, offsets the revenues from the sale of the asset, and recognizes any gains or losses. Additionally, to support the theft/loss aspect, AFIS includes fields such as disposition code, disposal reason, disposal condition, asset status, police report ID, and security incident report ID. The police, Risk Management, and SP101 forms should be attached to the FD document for processing. Additionally, insert the claim amount received from the Risk Management in the selling price field.
9. The FD document and attachments will be routed to the Department approver to review.
10. The FD document will be forwarded to GAO with the necessary attached reports for GAO's review and approval.
11. The document is submitted and is finalized.

**Figure 18: Dispose of Asset due to Theft/Loss/Destruction (AM-TB-012)**



## 8.11. Researching Fixed Asset Dispositions

The Fixed Asset documents update several inquiry tables. This topic reviews the tables that are updated by FA documents and tracks details about a specific asset.

## Fixed Asset Registry

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The Fixed Asset Registry (FAR) table stores the current status of an asset and is updated through the use of specific Fixed Asset documents and Event Types. The FAR table is made up of three tables, described below. Please refer to Section 2.4 for more information.

- Fixed Asset Registry Header (FARHDR) - contains the Fixed Asset Number and description, summary asset cost, and Responsibility COA elements.
- Fixed Asset Registry Component (FARCOMP) - contains component level information for both Acquisitions and Betterments.
- Fixed Asset Registry Accounting (FARACTG)- records the funding information, including Fund and Detailed Accounting Distributions.

## Fixed Asset Journals

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Fixed Asset Transactions updates the following Journals.

- FA component Journal (JFACJ) - gets updated only by the FA documents and the Fixed Asset document Header and component level details. Stores the component line information associated with each asset.
- FA Accounting Journal (JFAAJ) - gets updated only when the document has Fixed Asset Number and Component number. This update happens at the FA document Accounting Line level.
- General Accounting Journal (JACTG) - Fixed Asset documents with an accounting impact update this standard journal.

## Fixed Asset History (FAHIST) Journal

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The Fixed Asset History (FAHIST) Inquiry provides views to both JFACJ and JFAAJ journals using a single selection query. FAHIST records all documents that have been processed for the asset number, and provides a history of all the accounting and non-accounting transactions for each individual Fixed Asset record. When an asset is cancelled, the corresponding Fixed Asset number is removed from the Fixed Asset Registry tables; although, it remains on the FAHIST table.

## Lesson Summary

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In this lesson, you:

- Listed the Disposition Process
- Created a Fixed Asset Disposition (FD) document to complete a public sale
- Processed the disposal of an asset with a change in sale price
- Reviewed the disposal of an asset with no SPMO approval required
- Researched Fixed Asset Dispositions

## Check Your Progress

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1. The Fixed Asset Disposition (FD) document allows disposition of an asset and all of its components, individual components, and a portion of the available units for components with multiple units (for non-composite assets).
  - a. True
  - b. False
2. An FP document is used to change the sale price of an asset.
  - a. True
  - b. False
3. Which table lists the disposition methods that appear in the Disposition Method field on the FD document?
  - a. Fixed Asset Type (FATP)
  - b. Fixed Asset Disposition Method (FADM)
  - c. Fixed Asset Registry Component (FARCOMP)
  - d. Fixed Asset History (FAHIST)

## 9. Construction Work in Progress

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### Learning Objectives

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In this lesson, you will:

- Identify the Construction Work in Progress Process
- List the Construction Work in Progress Documents
- Research the Construction Work in Progress Process
- Review the Program Asset Generation process

### Lesson Overview

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The Asset Construction business process occurs when a Department constructs an asset. The business process includes the capture of construction-in-progress, such as buildings and highways, and then ultimately the capitalization of the asset. This lesson details the Construction Work in Progress process, including the tables and document involved in changing an asset from Construction Work in Progress to either Building or Infrastructure.

### 9.1. State Process Overview

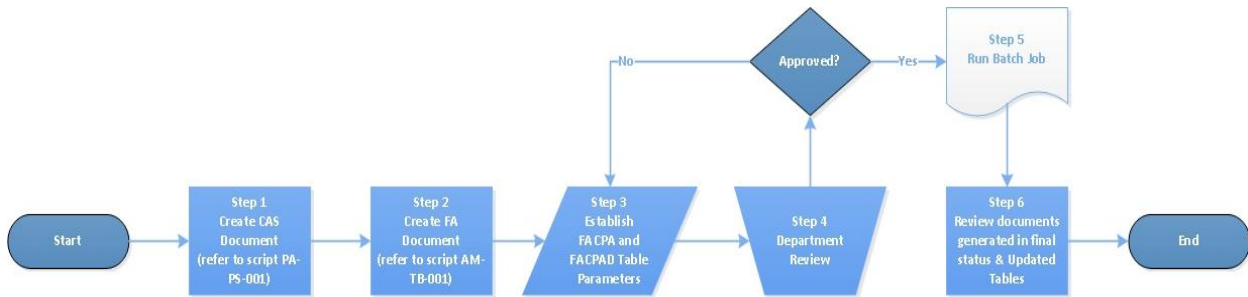
---

The steps below describe the statewide process. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-017 and represented by Figure 19 below.

1. Department creates CAS documents. Refer to script PA-PS-001.
2. Department creates FA document. Refer to script AM-TB-001.
3. The Department will set up the FACPA and FACPAD tables to specify if an asset is to be cancelled, finalized, or if the value of the constructed asset is to be increased. The Fixed Asset Construction Program Allocation (FACPA) table establishes that a program/phase is linked to one or more Fixed Asset components including attributes such as whether the Program/Phase is active. The Fixed Asset Construction Program Allocation Detail (FACPAD) table stores children of the record on the FACPA table. The table stores attributes such as a default allocation percentage that is used to allocate from a single Program/Phase to multiple Fixed Asset components. The table also contains fields to support the final Fixed Asset Type Change and Fixed Asset Cancellation processes.
4. The Department will review the entries on the FACPA and FACPAD tables.
5. GAO will run either the scheduled or on demand batch job.

6. The Department will review the generated FI (Fixed Asset Increase/Decrease), Fixed Asset Type Change (FX), or Fixed Asset Cancellation (FC) documents. Additionally, the Fixed Asset Construction Program Expenditure Reconciliation (FACPER), Fixed Asset Construction Program Reconciliation Detail (FACPERD), and Fixed Asset Construction Program Expenditure Accumulation (FACPEA) tables will also be updated.

**Figure 19: Create Capital Improvement Project Fixed Asset (AM-TB-017)**



## 9.2. The Construction in Progress Process

The construction process commences when a Major Program is established in AFIS.

Major Program							
Department	Major Program	Name	Active	Effective From	Effective To	Drawdown Group	Drawdown Department
✓ 101	MJPRG	Major Program for Training	Yes				

First Prev Next Last [Attachments](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ General Information

\*Department: 101 Student 1

\*Major Program: MJPRG

Auto Generate: ☐

Prefix:

\*Name: Major Program for Training

\*Short Name: Maj Prog Train

Effective From:

Effective To:

Active: ☒

Budgeting: ☒

Reimb Status: Suspended for Reimbursement ▼

A program is also established in AFIS with a Fixed Asset Construction Program Level, as Program or Program-Phase. Refer to the Cost Accounting training guide for information on establishing Major Program and Program in AFIS.

**Program Setup**

Department	Program	Name	Major Program	Active	Effective From	Effective To	Billing Agreement Date	Reimb Status
✓ 101	1	Program Code 1	MJPRG	Yes				Allowed for Reimbursement
101	2	Program Code 2	MJPRG	Yes				Allowed for Reimbursement
101	3	Program Code 3	MJPRG	Yes				Allowed for Reimbursement

First Prev Next Last [Attachments](#)

Save Undo Delete Insert Copy Paste Search

**General Information**

\*Department: 101 Effective From:

\*Program: 1 Effective To:

Auto Generate: ☐ Billing Agreement Date:

Prefix:  Active: ☒

\*Name: Program Code 1 Budgeting: ☒

\*Short Name: Program 1 Reimb Status: Allowed for Reimbursement

\*Major Program: MJPRG Reimb Eligible: ☐

Sub Account:  Reclass Exclusion: ☐

Site Location:  Major Program Effective Start Date:

Program Status:  Major Program Effective End Date:

General Options

Rollups

Description/Contact

Highway Project

**Fixed Asset Information**

Fixed Asset Construction Program Level: Program-Phase

Program Dates

[Top](#)

[Fixed Asset Construction Program Allocation](#)

The Fixed Asset group creates a Fixed Asset Acquisition (FA) document to establish the Construction Work in Progress asset in AFIS.

Fixed Asset Acquisition(FA) | Dept: 101 | ID: 201500000079 | Ver.: 1 | Function: New | Phase: Final | Modified by Student1 , 03/11/2015

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date: 03/11/2015

Budget FY: 2015

Fiscal Year: 2015

Period: 9

Document Description: CIP Example

Complex/Building:

Auto Generate FA Number: ☒

Prefix:

Fixed Asset Number: FA0000025

Fixed Asset Description: CONSTRUCTION WORK IN PROGRESS

Document Total: \$0.00

Final Asset Value: \$0.00

Event Type: FA01

Memo Asset: ☐

The Department enters the Asset Information on the Fixed Asset Construction Program Allocation (FACPA) table. An entry is already created for the Department and Program combination when the Fixed Asset Construction Program Level is set to Program on PROG table.

**Fixed Asset Construction Program Allocation**

**Totals**

Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
✓ 101	FAPROG	CNST	Single	Yes	100.00

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **General Information**

\*Department: 101

\*Program: FAPROG

\*Phase: CNST

FA Allocation Ind: Single

Active: ☒

Bypass Review: ☐

Allocation Percentage Total: 100.00

Last Journal Record Number: 1612



A record is then added to the Fixed Asset Construction Program Allocation Detail (FACPAD) line to link the Program to the Construction in Progress asset, as created above with the FA document. Provide the Fixed Asset Number along with the Component Number. The Default Allocation Percentage for all child records must total up to 100. The Final Type Details information can be entered later when the asset will be put in service. Save the record.

Department	Program	Phase	Fixed Asset Number	Component Number	Default Allocation Percentage	Final In Service Date	Final	Final Fixed Asset Catalog	Final Fixed Asset Type	Cancel	Cancelled
✓ 101	FAPROG	CNST	FA0000025	01	100.00		No			No	No

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

**Allocation Details**

\*Department: 101  
 \*Program: FAPROG  
 \*Phase: CNST  
 \*Default Allocation Percentage: 100.00

\*Fixed Asset Number: FA0000025  
 Composite Indicator: ☐  
 \*Component Number: 01  
 Cancel: ☐  
 Cancelled: ☐

**Final Type Details**

[Top](#)

[Fixed Asset Construction Program Allocation](#)

Navigate back to the FACPA table. Click Active on FACPA and save the record.

The accounting group performs the work and charges expenses (for example, GAX document) to the appropriate Major Program and Program. Refer to the Accounts Payable training guide for information on payment processing.

The General Accounting Office runs the Program Asset Generation chain job to capitalize the completed construction. When the construction is fully completed, update the Final Type Details on the Fixed Asset Construction Program Allocation Detail table. The General Accounting Office runs the Program Asset Generation chain job to:

- Update the Fixed Asset Construction Program Expenditure Reconciliation (FACPER) table, which stores expenditure posting line records that reference Programs/Phases on the FACPA table.
- Increase the value of the asset by the expense amount indicated in the disbursement document, with the FI document.
- Change the Fixed Asset type from Construction Work in Progress to either Building/Improvement or Infrastructure (for highways), IT Equipment, with the FX document.
- If the Cancel button is checked on the FACPAD table, in order to cancel the Construction Work in Progress asset for those projects that will not go forward, FC documents are processed.

## 9.3. Review Construction Work in Progress Documents

---

Four documents are involved in the Construction Work in Progress process.

- Fixed Asset Acquisition (FA)
- Fixed Asset Increase/Decrease (FI)
- Fixed Asset Type Change (FX)
- Fixed Asset Cancellation (FC)

To easily access these documents for a given Fixed Asset number, navigate to the Fixed Asset History (FAHIST) table.

### Fixed Asset Acquisition (FA)

The FA document records the acquisition of the asset. For information about this document, refer to the Acquisition lesson.

The following fields should be entered differently on the FA, than entered in previous FA scenarios:

- Acquisition Method – set to Construction
- Fixed Asset Classification – set to Adjustment
- Fixed Asset Catalog – set to 2600-01(Construction in Progress)
- Depreciation Method – set to Not Applicable
- Depreciation Structure – set to Not Applicable
- Line Amount – set to \$0

### ACTIVITY 9.3

#### Create an FA Document for Construction Work in Progress

##### *Scenario*

A request to construct a highway has been approved. Create an asset (FA document) with a \$0 value.

##### *Setup*

- ✓ User is logged into the AFIS Home Page.

##### *Steps*

- A. Create an FA document from the Document Catalog.
  1. Click **Search** from the Secondary Navigation Panel.
  2. Click Document Catalog.
  3. Click **Create**.
  4. In the **Code** field, enter **FA**.
  5. In the Dept. field, enter ***your student data card information***.
  6. Check the **Auto Numbering** check box.

- Click **Create**. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

B. Complete the General Information tab in the Header component.

- Check the **Auto Generate FA Number** check box.
- In the Document Description field, enter *CIP Example*.
- In the Fixed Asset Description field, enter *Construction Work in Progress*.
- Ensure **Event Type** is set to **FA01**.

Fixed Asset Acquisition(FA) Dept: 101 ID: 201500000079 Ver.: 1 Function: New Phase: Draft Modified by Student1, 03/11/2015

**Header**

General Information | Extended Doc Description | Responsibility Center | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: CIP Example

Complex/Building:

Auto Generate FA Number: ☒

Prefix:

Fixed Asset Number:

Fixed Asset Description: CONSTRUCTION WORK IN PROGRESS

Document Total: \$0.00

Final Asset Value: \$0.00

Event Type: FA01

Memo Asset: ☐

C. Complete the Responsibility Center tab in the Header component.

- Click the **Responsibility Center** tab.
- In the **Custodian** field, enter *Training*.
- In the Fund field, enter *your student data card information*.
- In the Department field, enter *your student data card information*.
- In the Unit field, enter *your student data card information*.
- In the **App Unit** field, enter *your student data card information*.

General Information | Extended Doc Description | **Responsibility Center** | Composite Asset Information | Infrastructure Maintenance

Fixed Asset Intent Reference | Document Information

Custodian: TRAINING

Accounting Template:

Fund: 9001

Sub Fund:

Department: 101

Unit: 0101

Sub Unit:

Appr Unit: 1010000

Revenue:

Sub Revenue:

Dept Object:

Dept Revenue:

Activity:

Sub Activity:

Function:

Sub Function:

Task:

Sub Task:

Task Order:

Major Program:

Program:




Phase:

Program Period:

Location:




## D. Complete the General Information tab in the Component component.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Click **Component** from the Secondary Navigation panel.
3. Click Insert New Line.
4. In the **Component Number** field, enter **01**.
5. In the **Commodity Code** field, enter **54531**.
6. In the **Units** field, enter **1**.

<b>Component General Information</b>	Specifications	Acquisition Details	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Component Number: 01 		Tag Number: <input type="text"/>		
Commodity: 54531 		Base Asset: <input type="checkbox"/>		
Units: 1 <input type="text"/>		Description 1: <input type="text"/>		
Unit of Measure: EA 		Description 2: <input type="text"/>		



## E. Complete the Acquisition Details tab in the Component component.

1. Click the **Acquisition Details** tab.
2. In the Acquisition Date field, enter *today's date*.
3. From the **Acquisition Method** field, enter **CNST**(Constructed/built).

Component General Information	Specifications	<b>Acquisition Details</b>	Component Location Details	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Acquisition Date: 3/11/2015 		Vendor: <input type="text"/> 		
Acquisition Method: CNST 		Vendor Name: <input type="text"/>		
Purchasing Authority: <input type="text"/>		Alias/DBA: <input type="text"/>		
Memo Disposal Value: <input type="text"/>				

## F. Complete the Component Location Details tab in the Component component.

1. Click the **Component Location Details** tab.
2. From the Location field, enter Location A for your department by using the picklist.

Component General Information	Specifications	Acquisition Details	<b>Component Location Details</b>	Component Classification
Cost, Valuation & Depreciation	FAPR Reference	Internal Sale Details	Fixed Asset Intent Reference	Insurance
Location: 101A 		Sub Location: <input type="text"/> 		
Address 1: <input type="text"/>		Complex / Building: <input type="text"/>		
Address 2: <input type="text"/>				
City: <input type="text"/>				

## G. Complete the Component Classification tab in the Component component.

1. Click the **Component Classification** tab.
2. From the Fixed Asset Classification drop-down list, select **Adjustment**.
3. In the Fixed Asset Catalog field, enter **2600-01 (Construction in Progress)**.
4. Click **Save**. Verify that the **Fixed Asset Type**, **Fixed Asset Group**, and **Useful Life** fields are inferred from the Fixed Asset Catalog (FACLG) table.
5. Click the Cost, Valuation & Depreciation tab.

Component Classification

Total Lines: 1 Fixed Asset Number: Component Number: 01

Component General Information Specifications Acquisition Details Component Location Details **Component Classification**

Cost, Valuation & Depreciation FAPR Reference Internal Sale Details Fixed Asset Intent Reference Insurance

Fixed Asset Classification: Adjustment BSA: 0861

Fixed Asset Catalog: 2600-01 Sub BSA:

Fixed Asset Type: C OBSA: 3610

Fixed Asset Group: 2600 Sub OBSA:

Useful Life: 0 Accum Depr BSA:

In Service Date: Accum Depr Sub BSA:

Out-of-Service Date:

Received Date:

H. Complete the Cost, Valuation & Depreciation tab from the Component component.

1. Confirm the **Depreciation Method** drop-down list is set to **Not Applicable**.
2. In the Depreciation Structure drop-down list, select **Not Applicable**.

Component General Information Specifications Acquisition Details Component Location Details Component Classification

**Cost, Valuation & Depreciation** FAPR Reference Internal Sale Details Fixed Asset Intent Reference Insurance

Closing Costs: \$0.00 Component Total: \$0.00

Salvage Value: \$0.00 Final Component Value: \$0.00

Valuation Date: Depreciation Method: Not Applicable

Valuation Amount: Depreciation Structure: Not Applicable

Replacement Date:

3. Click **Accounting** from the Secondary Navigation panel.

I. Complete the General Information tab of the Accounting information.

1. Click Insert New Line.
2. In the **Line Amount** field, enter **0**.
3. In the **Funding Fiscal Year** field, enter the current year.
4. In the **Funding Budget FY** field, enter the current year.

5. From the **Responsibility Center Posting** drop-down list, select **Yes**.

The screenshot shows the 'Accounting' window with the 'General Information' tab selected. The header bar displays 'Total Lines: 1', 'Accounting Line: 0', and 'Line Amount:'. The 'Event Type' field is empty. The 'Accounting Template' field has a green up arrow icon. The 'Line Description' field is a large text area. The 'Line Amount' field contains the value '0'. The 'Internal Sale Gain/Loss Amount' field is empty. The 'Historic Asset Cost' field is empty. The 'Accum Depr Amount' field is empty. On the right side, the 'Budget FY' field is empty. The 'Fiscal Year' field is empty. The 'Period' field is empty. The 'Funding Fiscal Year' field contains the value '2015'. The 'Funding Budget FY' field contains the value '2015'. The 'Responsibility Center Posting' dropdown menu is set to 'Yes'.

6. Click the **Fund Accounting** tab.
- J. Complete the Fund Accounting tab of the Accounting component.
1. In the Fund field, enter ***your student data card information***.
  2. In the Department field, enter ***your student data card information***.
  3. In the Unit field, enter ***your student data card information***.
  4. In the Appr Unit field, enter ***your student data card information***.
  5. In the **Object** field, enter **8131**.

The screenshot shows the 'Accounting' window with the 'Fund Accounting' tab selected. The 'Fund' field contains the value '9001'. The 'Object' field contains the value '8131'. The 'OBSA' field is empty. The 'Sub Fund' field is empty. The 'Sub Object' field is empty. The 'Sub OBSA' field is empty. The 'Department' field contains the value '101'. The 'Revenue' field is empty. The 'Pending BSA' field is empty. The 'Unit' field contains the value '0101'. The 'Sub Revenue' field is empty. The 'Pending Sub BSA' field is empty. The 'Sub Unit' field is empty. The 'BSA' field is empty. The 'Dept Object' field is empty. The 'Appr Unit' field contains the value '10100000'. The 'Sub BSA' field is empty. The 'Dept Revenue' field is empty.

6. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"
- K. Verify the generated Fixed Asset Number.
1. Click the **Header** component.
  2. Click the **General Information** tab.

- Verify that the **Fixed Asset Number** on the Header is auto generated and assigned. Write it here for use in the next activity \_\_\_\_\_.

- Click the **Submit** button to submit the document for approval after any errors are resolved. If the submission is successful, the following message displays in the upper left corner:  
**"Document submitted successfully."**
- Click **Home** in the Primary Navigation Panel to return to the Home Page.

## Fixed Asset Increase/Decrease (FI)

The FI document increases the value of the asset to its actual price, since the cost of construction is included upon capitalization of the asset. This document is automatically generated in the batch job and not updated by the user. Refer to the Modify Asset Value (Section 5.4) for more information about the FI.

## Fixed Asset Type Change (FX)

There are situations when assets that have been defined as one asset type (for example, Construction-in-Progress) need to be redefined as another asset type. The FX document can only be used to change the asset type of non-memo assets that have not been previously depreciated. Once an asset is depreciated, the asset type may not be changed. The processing of FX documents is appropriate to correct the asset type of an asset that was incorrectly entered, or to reclassify an asset from an asset type that is not subject to depreciation to a depreciable asset type. To modify the asset type, of a specific asset, the Fixed Asset Type Change (FX) document code is processed with the default Event Type of FA08 (Fixed Asset Type Change).

For example, the typical use of the FX is to change the asset type of records associated with a construction project from Construction Work in Progress to Buildings or Infrastructure. During the construction phase, payments are capitalized as Construction-in-Progress assets. Once the construction

project is substantially complete, the Program Asset Generation job reclassifies the Construction-in-Progress type, which is found on the FX Component Asset Type Change Detail tab and originated from the FACPAD entry. The user is able to open the Final version of the FX document.

## Fixed Asset Cancellation (FC)

The FC document cancels the asset, if the construction will not go forward. This document is automatically generated in the batch job and not updated by the user. Refer to the Cancel a Fixed Asset (Section 5.5) for more information about the FC.

## 9.4. Research the Construction Work in Progress Process

Three tables are important in the Construction Work in Progress process.

- Fixed Asset Construction Program Allocation (FACPA)
- Fixed Asset Construction Program Allocation Detail (FACPAD)
- Fixed Asset Construction Program Expenditure Reconciliation (FACPER)

## Fixed Asset Construction Program Allocation (FACPA)

The FACPA table establishes that a Program/Phase is linked to one or more Fixed Asset numbers and corresponding components, including attributes such as whether the Program/Phase is active and if records on the FACPERD table should have the default reviewed indicator overridden. The Allocation Indicator is inferred by AFIS. If there is a single child record on FACPAD, the Allocation Indicator is Single. If there are multiple child records on FACPAD, the Allocation Indicator is Multiple.

**Fixed Asset Construction Program Allocation**

**Totals**

Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
✓ 101	FAPROG	CNST		No	0.00

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

**General Information**

\*Department : 101

\*Program : FAPROG

\*Phase : CNST

FA Allocation Ind :

Active : ☐

Bypass Review : ☐

Allocation Percentage Total : 0.00

Last Journal Record Number : 1612

[Top](#)

[Fixed Asset Construction Program Allocation Detail](#)



## Fixed Asset Construction Program Allocation Detail (FACPAD)

Fixed Asset Construction Programs / Program Phases are mapped to the Fixed Asset components to which they are related. The table stores attributes such as a default allocation percentage that is used to allocate costs from a single Program/Phase to multiple Fixed Asset components. The FACPAD table also contains fields that indicate the Final Type Details of the asset, once construction is complete and capitalized.

When the Final In Service Date is reached, the Program Asset Generation chain job creates an FX document for the Fixed Asset component referenced. The fields in the Final Type Details section can no longer be modified, once the batch process runs. Alternatively, if the construction project is cancelled the Cancel checkbox should be selected and the batch job will generate an FC document.

Fixed Asset Construction Program Allocation Detail

Menu

	Department	Program	Phase	Fixed Asset Number	Component Number	Default Allocation Percentage	Final In Service Date	Final	Final Fixed Asset Catalog	Final Fixed Asset Type	Cancel	Cancelled
✓	200	FAPROG	CNST	FA0000024	01	100.00	No				No	No
	DTA	BKPCNP1	BP	DT0000001	001	100.00	No				No	No

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Allocation Details

\*Department :

200

\*Program :

FAPROG

\*Phase :

CNST

\*Default Allocation Percentage :

100.00

\*Fixed Asset Number :

FA0000024

Composite Indicator :

☐

\*Component Number :

01

Cancel :

☐

Cancelled :

☐

Final Type Details

Top

Fixed Asset Construction Program Allocation

## Fixed Asset Construction Program Expenditure Reconciliation (FACPER)

This table stores expenditure posting line records that reference Programs/Phases on the FACPA table. It is updated once the Program Asset Generation job is run. FACPER supports the cost accumulation batch processes that add value to construction-in-progress assets. The costs from these records are not accumulated toward the asset unless the reviewed flag is yes. This flag will be overridden to yes, if the bypass review flag is selected on the FACPA table.


The Details section displays the allocated expenditure posting line records from the Totals section (click on the triangle next to Results, to view the details). The expenditures are allocated according to the Default Allocations Percentages defined on the FACPAD table. The Allocation Percentage field can be adjusted if the Reviewed flag on the Totals section is not selected. The allocation percentage is changed on the FACPERD table.


Fixed Asset Construction Program Expenditure Reconciliation


Menu

[Browse](#) [Clear](#)

▼ Query

Department :  
Reviewed :

Program :  

Phase :  

Totals:                      Total Reviewed:0                      Total Open:0


▼ Results

[Change All\(on this page\)](#)                      Reviewed

[Change Selected\(on this page\)](#)

[Clear All\(on this page\)](#)                      [Select All\(on this page\)](#)

Document	Vendor Line	Accounting Line	Posting Line ID	Vendor Name	Line Amount	Allocation Percentage Total	Reviewed	Accumulate Date
First Prev Next Last								

 [Fixed Asset Construction Program Expenditure Reconciliation Detail](#)

### ACTIVITY 9.4

#### Research the Construction-in-Progress Process

##### Scenario

Navigate to the FACPA page and view the record that corresponds to the program. To update the asset information to reflect that a highway will be constructed, navigate to FACPAD and insert a record. Next, provide the Fixed Asset Number, along with the Component Number. Finally, set the Default Allocation Percentage to 100, and provide Final Type Details of the asset.

##### Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

- A. Use the Jump to field to open the FACPA table.
  1. In the **Jump to** field, enter **FACPA**.
  2. Click **Go**.
- B. Search for your construction program and phase within the table.
  1. Click **Search**.
  2. In the **Department** field, enter *your student data card information*.
  3. In the **Program** field, enter **FAPROG**.
  4. In the **Phase** field, enter **CNST**.
  5. Click **Ok**.
  6. The record displays on the FACPA table.

The screenshot shows the 'Fixed Asset Construction Program Allocation' window. At the top, there's a 'Totals' section with a table. Below it, there's a 'General Information' section with various fields and checkboxes.

Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
✓ 101	FAPROG	CNST		No	0.00

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

**General Information**

\*Department : 101

\*Program : FAPROG

\*Phase : CNST

FA Allocation Ind :

Active : ☐

Bypass Review : ☐

Allocation Percentage Total : 0.00

Last Journal Record Number : 1612

[Top](#)

[Fixed Asset Construction Program Allocation Detail](#)

- C. Enter information on the FACPAD table.
  1. Click the **Fixed Asset Construction Program Allocation Detail** link.
  2. Click the downward facing arrow to expand all sections.
  3. Click **Insert**.
  4. In the **Department** field, enter *your student data card information*.
  5. In the **Program** field, enter **FAPROG**.
  6. In the **Phase** field, enter **CNST**.
  7. In the **Default Allocation Percentage** field, enter **100**.
  8. In the **Fixed Asset Number** field, enter number from Activity 9.3.
  9. In the **Component Number** field, enter **01**.

10. Click **Save**.

**Fixed Asset Construction Program Allocation Detail**

[Menu](#)

	Department	Program	Phase	Fixed Asset Number	Component Number	Default Allocation Percentage	Final In Service Date	Final	Final Fixed Asset Catalog	Final Fixed Asset Type	Cancel	Cancelled
✓	101	FAPROG	CNST	FA0000025	01	100.00		No			No	No
	200	FAPROG	CNST	FA0000024	01	100.00		No			No	No
	DTA	BKPCNP1	BP	DT0000001	001	100.00		No			No	No

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[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

▼ Allocation Details

\*Department: 101

\*Program: FAPROG

\*Phase: CNST

\*Default Allocation Percentage: 100.00

\*Fixed Asset Number: FA0000025

Composite Indicator: ☐

\*Component Number: 01

Cancel: ☐

Cancelled: ☐

11. Click the **Fixed Asset Construction Program Allocation** link.

12. Select your record in the grid.

D. Verify record is activated on FACPA, and then return to the Home Page.


1. Click **Active**.

**Fixed Asset Construction Program Allocation**


Totals


Department	Program	Phase	FA Allocation Ind	Active	Allocation Percentage Total
100	FAPROG	CNST		No	0.00
✓ 101	FAPROG	CNST	Single	No	100.00
102	FAPROG	CNST		No	0.00
103	FAPROG	CNST		No	0.00
104	FAPROG	CNST		No	0.00
105	FAPROG	CNST		No	0.00
106	FAPROG	CNST		No	0.00
107	FAPROG	CNST		No	0.00
108	FAPROG	CNST		No	0.00
109	FAPROG	CNST		No	0.00


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▼ General Information

\*Department : 101 

\*Program : FAPROG 

\*Phase : CNST 

FA Allocation Ind : Single

Active : ☒

Bypass Review : ☐

Allocation Percentage Total : 100.00

Last Journal Record Number : 1612

**Note:** The FA Allocation Ind field updates from Single to Multiple when there are multiple records on the FACPAD table. All records must sum to 100; the Allocation Percentage Total is then updated to 100 upon saving the records.

2. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 9.5. Program Asset Generation

---

Asset Generation is the process to automate the management and recognition of capital balances with regard to construction in progress. The process will generate Fixed Asset documents that increase, change the Fixed Asset Type, and cancel Fixed Asset Components.

The following highlight some of the key features in relation to the Program Asset Generation business process:

- Provide a relationship between a construction project and a capital Fixed Asset, including betterments.
- Automatically load accumulated costs using the original funding information to the value of the Fixed Asset (i.e., capitalize) on a periodic basis.
- Accumulate only eligible project costs based on object code, activity code, and posting code.
- Provide the ability to distribute a single eligible expenditure line across multiple Fixed Assets.
- Provide the ability to see the accumulated project costs associated with a Fixed Asset.
- Provide the ability to review project costs and adjust if necessary prior to posting to the Fixed Asset.
- Provide the ability to see all Fixed Assets and accumulated costs associated with a project.
- Limit the process to certain asset types only (e.g., building and infrastructure)
- Provide the ability to capture eligible project costs retroactively (that is, eligible costs entered prior to the establishment of a relationship to a Fixed Asset).
- Transfer balance from CIP to correct account on project completion.
- Provide the ability to manually continue accumulating project costs to a Fixed Asset after project completion.
- Provide the ability to back out project costs if any from a Fixed Asset or betterment if the project is cancelled.

### Lesson Summary

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In this lesson, you:

- Identified the Construction Work in Progress Process
- Listed Construction Work in Progress Documents
- Researched the Construction Work in Progress Process
- Reviewed the Program Asset Generation process

## Check Your Progress

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1. Which document is used to change the Fixed Asset Type?
  - a. FM
  - b. FD
  - c. FX
  - d. FT
2. The FI and FX documents are created by the user to adjust the attributes of the Construction in Progress asset.
  - a. True
  - b. False
3. The Fixed Asset Construction Program Expenditure Reconciliation table is updated by the user to adjust the Final Fixed Asset Type of the asset.
  - a. True
  - b. False

## 10. Capital Leases

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### Learning Objectives

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In this lesson you will:

- Navigate to Capital Lease tables and inquiries
- Create a Capital Lease Asset
- Modify a Capital Lease Asset
- Review the Run Debt Payment and Billing Job
- Review the Generate Initial Debt Accounting Documents process

### Lesson Overview

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The Capital Lease process begins when a Department needs to enter a Capital Lease into AFIS in order to secure a Fixed Asset. This is done through the integration of the Debt Management Module and the Fixed Assets Module within AFIS. After the user processes the Lease Setup document and establishes a Debt ID, they will enter that Debt ID on the Fixed Asset Acquisition document. Finally, periodic batch jobs are run to accrue, amortize, or reclassify current and long-term debt.

Debt Management is a large functional area within AFIS consisting of documents for the definition and maintenance of debt, inquiry pages to view that debt, and automatic processes to perform accounting for that debt. This functional area is tied into almost every other functional area within AFIS through the use of a Debt ID, which is very similar to a Chart of Accounts (COA) code in many respects.

Debt Management is structured into two hierarchical levels: Authorizations and Debt Instruments. Use of the Authorization level is not optional, but the amount of information required at that level is minimal with many of those fields having default values.

The Debt Identification Number (DEBT ID) will be entered on the Fixed Asset Acquisition (FA) document to keep track of running balances on the Debt Instrument Registry. A DEBT ID is required for FA documents processed with an even type of LS23.



## 10.1. Lease Overview

Lease functionality starts with two determinates: the Major Type of Lease and the Lessor/Lessee Indicator. These two fields result in four different sub type combinations for leases, which are delivered as Debt Type codes (parenthetical codes below).

All Fixed Asset documents have a Debt ID field. Those asset documents with Accounting Lines have Debt ID to record how the construction or purchase of an asset was funded. Component lines also have a Debt ID to link a leased asset in Fixed Assets to a Lease in Debt Management. The Fixed Asset Accounting Journal (JFAAJ), Fixed Asset Component Journal (JFACJ), Fixed Asset Component Registry (FARCOMP), and Fixed Asset Accounting Registry (FARACTG) have had Debt ID added for inquiry and reporting purposes.

Lease schedules can be generated the following ways:

- Downloading an excel file, filling it out appropriately, attaching it, importing the file, and then generating the schedule.
- Specifying the terms on the LEASES document and then generating the schedule.

The Debt Management area's functionality will handle the management and accounting associated with both Operating leases, and Capital leases. Depreciation on Capital Lease assets is handled by Fixed Assets and not within the Debt Management area of AFIS.

The different types of leases and possible scenarios are listed below.

- **Capital as Lessee** -a lease meeting one or more capital criteria from an external lessor (vendor) with you as the lessee.
- **Operating Lease as Lessee** – a lease not meeting the capital criteria from an external lessor (vendor) with you as the lessee.

### Debt Type

The Debt Type (DEBTTYPE) page allows you to establish Debt Types that must be assigned to debt authorizations and debt instruments. A Debt Type not only provides classification for reporting and workflow purposes but it provides all major characteristics necessary for proper accounting treatment and Debt Document editing.

Each Debt Type record must be assigned to one of the three values in the Major Type of Debt field. This assignment allows documents in Debt Management to present (and edit) only Debt Type values that match the Major Type of Debt of the document.

The Debt Type page contains the following sections:

- **General Information** – This section defines the Major Type of Debt (Bond, Lease or Loan) and establishes the unique identification for the Debt Type record.
- **Loan Controls** – This section defines the various event types and control fields necessary for automatic loan accounting. This section can only be populated if the Major Type of Debt field in the General Information section is Loan.
- **Bond Controls** – This section defines the various event types and control fields necessary for automatic bond accounting. This section can only be populated if the Major Type of Debt field in the General Information section is Bond.
- **Lease Controls** - This section defines the various event types and control fields necessary for automatic lease accounting. This section can only be populated if the Major Type of Debt field in the General Information section is Lease.

The screenshot shows the 'Debt Type' page. At the top is a table with columns: Major Type of Debt, Debt Type, Name, and Short Name. The table lists various debt types, with 'Bond' selected. Below the table are navigation links: First, Prev, Next, Last. Below that is a toolbar with Save, Undo, Delete, Insert, Copy, Paste, and Search. The 'General Information' section is expanded, showing fields for Major Type of Debt (Bond), Debt Type (CAB), Name (Capital Appreciation Bond), and Short Name (Capital Apr). There is also a Description field with a text area and arrows, and three External Tracking Field Name fields.

Major Type of Debt	Debt Type	Name	Short Name
✓ Bond	CAB	Capital Appreciation Bond	Capital Apr
Lease	CAP-LSE	Capital Lease as Lessee	Cap Lease Lse
Bond	CCAB	Convertible Capital Appreciation Bond	Cnv Capital Apr
Bond	CPN	Coupon Bond	Coupon
Loan	EXT-BWR	External Loan as Borrower	Ext Loan
Loan	EXT-LDR	External Loan as Lender	Ext Loan Lndr
Loan	INT	Internal Loan	Int Loan
Lease	OPR-LSE	Operating Lease as Lessee	Opr Lease Lse
Bond	SAB	Self Amortizing Bonds	Self Amortizing
Bond	VRB	Variable Rate Bond	Variable Rate

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

**General Information**

Major Type of Debt : Bond  
 Debt Type : CAB  
 Name : Capital Appreciation Bond  
 Short Name : Capital Apr

Description : A bond on which the investment return on an initial principal amount is reinvested at a stated compounded rate until maturity.

External Tracking Field 1 Name :  
 External Tracking Field 2 Name :  
 External Tracking Field 3 Name :

## 10.2. State Process Overview

The steps below describe the statewide process for entering a capital lease. Your Department may have additional requirements. This process is referenced in To Be ID AM-TB-013 and represented by Figure 20 below.

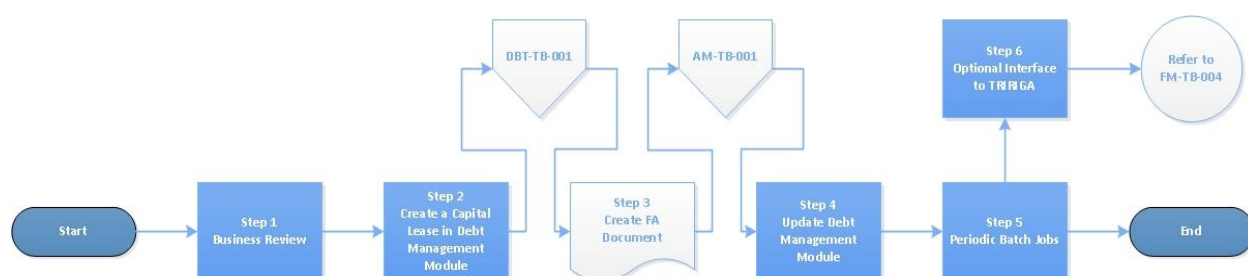
1. Department identifies the need to enter into a Capital Lease to secure a Fixed Asset. The Debt Management Module – Capital Lease as a lessee contains fields to capture the Fixed Asset Number and Fixed Asset Component Number. The Fixed Asset Acquisition contains a field within the Chart of Accounts elements to capture the Debt Identification Number (DEBT

- ID). During the life of the Debt Instrument, running balances are visible on the Debt Instrument Registry. On a periodic basis during the year, batch processes produce the appropriate records to accrue, amortize, or reclassify current and long-term debt.
2. The Department is responsible for creating a Lease Setup (LEASES) document within the Debt Management Module. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry the LEASES document is submitted and routed for approval. Refer to DBT-TB-001 for instructions.
  3. The Department will create the FA document. Refer to AM-TB-001 for instructions.

**Note:** The Debt ID is to be included on the asset.

4. The Department is responsible to update the Debt Management Module with the asset information.
5. On a periodic schedule, automated accounting within the Debt Management module is performed by a series of chain jobs:
  - Debt Accounting – records lease expenses for capital leases.
  - Long Term Account Reclassification – moves the amount of long term receivable/payable for a new year into a current account.

**Figure 20: Create Capital Lease Asset (AM-TB-013)**



## 10.3. Lease Setup (LEASES) Document Components

The Lease Setup (LEASES) document allows the creation of capital leases, operational leases, and lease authorizations. The LEASES document cannot be modified or cancelled once it has been submitted. Instead, a Lease Modification (LEASEM) document is required to change or cancel what was created by the LEASES. The LEASEM often adds new leases to a lease authorization created on the LEASES. Refer to Component 10.5, Modify Capital Leases.

Only one authorization can be created on a document. That can be the only activity, or there could be one or more leases created along with the authorization. With the most common scenario being a 1:1 authorization to lease relationship, the Authorization component requires two main fields: Authorization Debt ID and Debt Type.

When a LEASES document goes to final there are three possible pages updated: Lease Authorization (LSAUTH), Lease Registry (LEASE), and the Lease History (LSEHIST). The LEASE page is not always updated, as the LEASES document does not always require a lease record.

There are thirteen components found on the Lease Setup (LEASES) document in the secondary navigation panel. Each is broken down into various sub components (tabs) that contain groups of related fields.

### LEASES Header Component

This component records general information about the document. The fields on the Header do not update the Lease Registry page.

This section records general information about the document. The fields on the Header do not update the Lease Registry page.

## LEASES Authorization Component

This component records identification, control, and reporting information for a single lease authorization; defining the authority for establishing the current and any future leases along with other reporting and control settings. This is a required component for the Lease document, yet this component may be created with very little detail. Only one record is allowed on this component. If an existing Authorization Debt ID is entered on this component, the document will issue an error as the LEASEM should be used instead to modify a lease authorization.

Authorization	
General Information	Reporting Information
Authorization Debt ID: 101 3/11/2015	Authorization Description:
Auto Generate ID: <input type="checkbox"/>	Authorization Extended Description:
Authorization Name: 101 3/11/2015	Generate Authorization Accounting: <input checked="" type="checkbox"/>
Authorization Short Name: 101 3/11/2015	Contact Code:
Authorization Status: Active	
Responsible Department: 101	
Authorization Date: 03/11/2015	
Authorization Start Date: 03/11/2015	
Authorization End Date: 03/11/2015	
Authorized Amount: \$100,000.00	
Exercised Amount: \$100,000.00	
Remaining Amount: \$0.00	

This section records identification, control, and reporting information for a single lease authorization; defining the authority for establishing the current and any future leases along with other reporting and control settings. This is a required section for the Lease document, yet this section may be created with very little detail. Only 1 record is allowed on this section. If an existing Authorization Debt ID is entered on this section, the document will issue an error as the LEASEM should be used instead to modify a lease authorization.

## LEASES Authorization COA Component

This component records COA for authorization accounting or informational purposes. If the Debt Type selected for the authorization does not have an Authorization Accounting Event Type set up or the Generate Authorization Accounting flag is unchecked then no records are required.

General Information	Fund Accounting	Detail Accounting
Percentage: 100.0000	Line Description:	
Accounting Template:		
Event Type: LS01		

- This section records COA for authorization accounting or informational purposes. If the Debt Type selected for the authorization does not have an Authorization Accounting Event Type set up or the Generate Authorization Accounting flag is unchecked then no records are required.
- A limited amount of COA editing occurs so knowledge of what is needed for authorization accounting is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. All inferences and other edits will not take place until the first accounting for the authorization takes place.

---

### **LEASES Authorization Alerts Component**

Optional component that records email alerts scheduled for an authorization. This component records email alerts scheduled for an authorization. This component is optional. Records update the Record-Specific Alerts (RSALRT) page. Any maintenance needed must be done directly on RSALRT.

---

### **LEASES Debt Instrument Component**

This component records identification, control, and reporting information for one or more leases. A limited number of fields are required for a record with the others being optional reporting information. Among the most critically required fields are the Debt Instrument Status, Issue Date, Principal, Record Initial Accounting, and Debt Type. The Lessor/Lessee Indicator and the Major Type of Lease are inferred from the Debt Type chosen and control the requirement of lessor and lessee information.

Two fields of particular interest are the optional Fixed Asset Number and Fixed Asset Component Number fields allow you to tie the Debt Management record with a Fixed Asset record. If the Fixed Asset Number and Component Number exist at the time of the lease (common when the State is the lessor) then the asset information can be entered on the lease document. However, when the State is the lessee, the lease document will likely precede the Fixed Asset document. In which case, you can enter a LEASEM once the asset information is known or you can enter the Debt ID of the lease on the Fixed Asset (FA) document recording the leased asset (at the component part or on the accounting section, reference tab).







Debt Instrument		Line Number: 1	Debt ID: 101 3/11/2015	Debt Instrument Name: 101 3/11/2015
<div>General Information   Reporting Information   Related Debt</div>				
Debt ID: 101 3/11/2015		Fixed Asset Number: <input type="text"/>		
Auto Generate ID: <input type="checkbox"/>		Fixed Asset Component Number: <input type="text"/>		
Debt Instrument Name: 101 3/11/2015		Debt Instrument Description: <input type="text"/>		
Debt Instrument Short Name: 101 3/11/2015		Debt Instrument Extended Description: <input type="text"/>		
Debt Instrument Status: Active Lease		Contact Code: <input type="text"/>		
Responsible Department: 101				
Lessor/Lessee Indicator: Lessee				
Major Type of Lease: Capital				
Issue Date: 03/11/2015				
Record Initial Accounting: <input checked="" type="checkbox"/>				
Principal: \$100,000.00				
Principal Scheduled & Paid: \$100,000.00				

- This section records identification, control, and reporting information for one or more leases. A limited number of fields are required for a record with the others being optional reporting information. Among the most critically required fields are the Debt Instrument Status, Issue Date, Principal, Record Initial Accounting, and Debt Type. The Lessor/Lessee Indicator and the Major Type of Lease are inferred from the Debt Type chosen and control the requirement of lessor and lessee information.
- you to tie the Debt Management record with a Fixed Asset record. If the Fixed Asset Number and Component Number exist at the time of the lease (common when the Advantage Site is the lessor) then the asset information can be entered on the lease document. However, when the Advantage Site is the lessee, the lease document will likely precede the fixed

## LEASES Lender/Lessor Information Component

This component records information for the internal or external lender/lessor. Only one record is allowed on this component and that record is automatically created by AFIS.

- When the Lessee/Lessor Indicator is **Lessee**, then only an external Vendor Code (bank or other financial institution) and an Address ID (payment type) are required (any default address can be inferred). The inferred address can be changed as long as the Address Type is *Payment*. A miscellaneous vendor is not allowed to be the lender.
- When the Lessee/Lessor Indicator is **Lessor**, then this component is not required.

Lender/Lessor Information	
<b>General Information</b>	
Vendor Code: VC0000000151 	Disbursement Category: 
ICICI BANK	Disbursement Priority: 
Address ID: AD001 	Disbursement Format: 
	Handling Code: 
	Single Payment: <input type="checkbox"/>



## LEASES Lender/Lessor COA Component

This component records one or more COA strings and an associated percentage for the lender that will be used by Debt batch programs. Type of Payment is the most critical field on this component. If all accounting should use the same string(s) then the 'All' value is used. If one type of accounting should use different COA, then 'All' cannot be used and there has to be a record for each Type of Payment that will be used (see Schedule).

**Note:** If the State is a Lessor then the Lessor COA component is filled out. If the State is the Lessee then the Lessee COA component is filled out.

This section records one or more COA strings and an associated percentage for the lender that will be used by Debt batch programs. Type of Payment is the most critical field on this section. If all accounting should use the same string(s) then the All value is used. If one type of accounting should use different COA, then All cannot be used and there has to be a record for each Type of Payment that will be used (see Schedule). The Debt tab of the Special Accounts (SPEC) page contains default object and revenue COA so these codes are not necessary on a Lender/Lessor COA record unless the SPEC values need to be overridden.

- A limited amount of COA editing occurs so knowledge of what is needed for various accounting events is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. All other edits will not take place until the first accounting for the lease takes place.
- A record is not allowed on this section if the Lessee/Lessor Indicator is Lessee. A record is required on this section if the Lessee/Lessor Indicator is Lessor. That record reflects the COA used for recording revenue. Even if manual or interfaced accounting is done for payments and initial accounting, a record is still required for other accounting done automatically.
- The Generate Lines action assists with data entry by doing the following:

## LEASES Borrower/Lessee Information Component

This component records information for the internal or external borrower.

- This section records information for the internal or external borrower. More than one record is allowed in this section.
- When the Lessee/Lessor Indicator is Lessor, then only an external Customer Account (external borrower) and an Address ID (billing type) are required (any default address can be

inferred). The inferred address can be changed as long as the Address Type is Billing. A miscellaneous customer is not allowed to be the borrower/lessee.

- When the Lessee/Lessor Indicator is Lessee, then this section does not have to be populated. If a Customer Code is specified it must be an internal one to record the internal party that took the lease. Although not required, this information can provide more details than found in the Borrower COA information.

## LEASES Borrower/Lessee COA Component

---

This component records one or more COA strings for the borrower that will be used by Debt batch programs. The COA string can be specified by payment type.

- This section records one or more COA strings for the borrower that will be used by Debt batch programs. Type of Payment is the most critical field on this section. If all accounting should use the same string(s) then the All value should be used. If one type of accounting should use different COA, then All cannot be used and there has to be a record for each Type of Payment that will be used (see Schedule). The Debt tab of the Special Accounts (SPEC) page contains default object and revenue COA so these codes are not necessary on a Borrower/Lessee COA record unless the SPEC values need to be overridden.
- A limited amount of COA editing occurs so knowledge of what is needed for various accounting events is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. All other edits will not take place until the first accounting for the lease takes place.
- A record is required on this section if the the Lessee/Lessor Indicator is Lessee. That record reflects COA used to record expenditures. This section is prohibited when the Lessee/Lessor Indicator is Lessor. Even if manual or interfaced accounting is done for payments and initial accounting, a record is still required for other accounting done automatically.
- The Reference tab allows the recording of an encumbrance that reserves budget availability to cover lease payments. COA between the referenced document lines and that of the Borrower COA lines should follow precedence rules.
- On Lease documents, any document entered must be a valid document in the ABS or PO Document Types. If the referenced document is final, there will be no error. If the referenced document is valid but there is not a version with a Document Phase of Final, then an override error will be issued. The procurement professional or lease manager will override the error and submit the Lease document. The procurement professional will then enter the Debt ID for the lease on the encumbrance document and submit the encumbrance. If for some reason steps are not followed in this manner, the encumbrance document can be modified later and a Lease Modification document can be processed to add the referenced document information.
- While the Purchase Order could have multiple commodity lines, it is strongly recommended that the number be kept low as data entry on the Lessee COA document component becomes complex with more than one commodity line. For each commodity line and accounting line combination there would have to be a different Lessee COA record with a Percentage set to match the commodity and accounting line's share of the total encumbrance.
- The Generate Lines action assists with data entry.

## LEASES Schedule Component

This component records identification, control, and reporting information about one or more sets of detail records that outline a payment and possibly an amortization plan for a lease. A schedule is always required and multiple schedules are allowed for evaluation purposes, but only one can be marked as the Selected Schedule.

- The **Generate Schedule** action generates Schedule Detail records based on values entered on the Schedule. This action performs many steps.
- The **Get Template** action provides a formatted Excel spreadsheet for uploading Schedule Detail records. This template should be used as the starting point for any file selected in the Import Details field. When another tool is used besides the Generate Schedule action to define the schedule, data from that tool is then transferred to this template.
- The **Import Details** action imports the file in the Import File field.

**Note:** Attaching files by the same name to the schedule is not recommended as the system will select the first attached file when there are multiple files with the same name.

- The fields on the Schedule Details Summary component are automatically calculated upon a **Validate** or **Submit** action.

## LEASES Schedule Details Component

This component records the details of one or more planned payment schedules and any amortizations necessary. This data drives automatic processing for payments/billings, accruals, and year end processing. You can add records to the Schedule Details component in multiple ways:

- Use the **Insert New Line** action to manually insert records. Populate all required fields.
- Use the **Import Details** action on the Schedule component to upload from a spreadsheet specified in the Import File field on the Schedule component.

- Use the **Generate Schedule** action on the Schedule component to generate Schedule Detail records based on values entered on the Schedule component.
- Use either method for creating multiple lines and then modify, delete, or add records as necessary.

Schedule Details					
		Total Lines: 10+	Schedule Line: 1	Scheduled Date: 03/15/2015	
	Schedule Line	Scheduled Date	Net Payment	Unpaid Principal	Processed On
1		03/15/2015	\$1,526.01	\$98,529.55	
2		04/15/2015	\$1,887.12	\$97,052.97	
3		05/15/2015	\$1,887.12	\$95,570.24	
4		06/15/2015	\$1,887.12	\$94,081.33	
5		07/15/2015	\$1,887.12	\$92,586.22	
6		08/15/2015	\$1,887.12	\$91,084.88	
7		09/15/2015	\$1,887.12	\$89,577.28	
8		10/15/2015	\$1,887.12	\$88,063.40	
9		11/15/2015	\$1,887.12	\$86,543.21	
10		12/15/2015	\$1,887.12	\$85,016.69	

From 1 to 10 Total: 10+ First Previous Next Last Go to line:  Go

---

General Information

Schedule 1 Number:	Principal: \$1,470.45	Gross Payment: \$1,526.01
Schedule Line: 1	Interest: \$55.56	Net Payment: \$1,526.01
Scheduled Date: 03/15/2015	Other Amount 1:	Unpaid Principal: \$98,529.55
Processed On:		

## LEASES Debt Costs Component

Optional component that records the costs of entering into a lease or other amounts for tracking purposes.

## LEASES Debt Instrument Alerts Component

Optional component that records email alerts scheduled for a lease.

## 10.4. LEASES Data Entry

Some of the LEASES document components require information and/or verification. This topic describes the data entry requirements for LEASES documents. To create a LEASES document, use the Document Catalog.

## LEASES Authorization Component

The following fields must be completed on the General Information tab of the Authorization Component.

- Authorization Debt ID (required – if Auto Generate ID is not selected)
- Auto Generate ID (required – if Authorization Debt ID is not entered)
- Authorization Amount (required)
- Authorization Name
- Authorization Short Name
- Authorization Status (defaults to – Ready To Exercise)
- Responsible Department
- Authorization Start Date

### ***LEASES Authorization Component – Reporting Information Tab***

- Debt Type (required – Capital Lease as Lessee)

### **LEASES Authorization COA Component**

---

On the Fund Accounting tab the following COA fields are required:

- Fund

### **LEASES Authorization Alerts Component**

---

Optional component that records email alerts scheduled for an authorization. On the General Information tab of the Authorization Alerts component select Insert New Line, and enter the following information:

- User ID (required – if Contact Code is not entered)
- Contact Code (required – if User ID is not entered)
- Email Title
- Email Text
- Alert Date

<b>Note:</b> <i>if any alerts are to be generated AFIS will automatically send the emails out on the alert date.</i>
--

### **LEASES Debt Instrument Component**

---

This component records identification, control, and reporting information for one or more leases. On the General Information tab, enter:

- Debt ID (required – if Auto Generate is not selected)
- Auto Generate ID (required – if Debt ID is not entered)
- Debt Instrument Name
- Debt Instrument Short Name
- Debt Instrument Status (required – Active Lease)
- Responsible Department
- Select Record Initial Accounting (Recommended)

- Issue Date
- Principal

**Note:** The Lessor/Lessee and Major Type of Lease indicator fields were populated.

## LEASES Lender/Lessor Information Component

---

This component records information for the internal or external lender/lessor. On the General Information tab in the Lender / Lessor Information and enters the following information:

- Vendor Code
- Address ID

## LEASES Borrower/Lessee Information Component

---

This component records information for the internal or external borrower. On the General Information tab enter:

- Customer Code
- Address ID

## LEASES Borrower/Lessee COA Component

---

On the General Information tab of the Borrower Lessee Information COA enters the following information:

- Bank (required)
- Type of Payment (required – defaults to ALL)
- Percentage (must total up to 100)

## LEASES Borrower/Lessee COA Component – Fund Accounting Tab

---

- Fund
- Department
- Unit
- Appr Unit
- Object

## LEASES Schedule Component

---

On the General Information tab, enter:

- Schedule Type (required – Amortized Payment)
- Selected Schedule (required – Checked)

### LEASES Schedule Component – Terms Tab

- Interest Rate (required)
- Frequency (required)
- Number of Payments (required)
- Day of The Week (depends on Frequency)
- Date of The Month (depends on Frequency)
- Payment Month (depends on Frequency)
- Schedule Start Date
- Down Payment Amount (optional)

## 10.5. Entering a Capital Lease Asset

The Lease Setup (LEASES) document allows the creation of capital leases, operational leases, and lease authorizations. The LEASES document cannot be modified or cancelled once it has been submitted.

### ACTIVITY 10.5

#### Create a Capital Lease Asset

##### Scenario

Create a Capital Lease debt instrument for \$100,000, which will be used to purchase a capital asset.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. Create a LEASES document from the Document Catalog.
  1. Click **Search** from the Secondary Navigation Panel.
  2. Click Document Catalog.
  3. Click **Create**.
  4. In the **Code** field, enter **LEASES**.
  5. In the Dept. field, enter *your student data card information*.
  6. Check the **Auto Numbering** check box.
  7. Click Create.
- B. Complete the General Information tab in the Authorization component.
  1. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
  2. From the Secondary Navigation Panel, select the **Authorization** component.
  3. In the Authorization Debt ID field, enter *your Department and current date*.
  4. In the Authorization Name field, enter *your Department and current date*.

5. In the Authorization Short Name field, enter *your Department and current date*.
6. From the **Authorization Status** drop down, select **Active**.
7. In the Authorization Date field, enter *today's date*.
8. In the Authorization Start Date field, enter *today's date*.
9. In the Authorization End Date field, enter *today's date*.
10. In the Authorization Amount field, enter *100,000*.
11. Verify that the **Generate Authorization Accounting** checkbox is checked.

C. Complete the Reporting Information tab in the Authorization component.

1. Click the **Reporting Information** tab.
2. From the Debt Type pick-list, select **CAP-LSE (Capital Lease as Lessee)**.

D. Complete the Fund Accounting tab in the Authorization COA component.

1. Click the **Open Document Navigator** (small arrow on left side) to switch to Document Navigator mode.
2. Select the **Authorization COA** component.
3. Click the **Fund Accounting** tab.



4. In the Fund field, enter *your student data card information*.

General Information | **Fund Accounting** | Detail Accounting

Fund: 9001

Sub Fund:

Department:

Unit:

Sub Unit:

Appr Unit:

Object:

Sub Object:

Revenue:

Sub Revenue:

BSA:

Sub BSA:

OBSA:

Sub OBSA:

Dept Object:

Dept Revenue:

- E. Complete the General Information tab of the Debt Instrument component.

1. Click Debt Instrument.
2. Click Insert New Line.
3. In the Debt ID field, enter your Department and current date.
4. In the Debt Instrument Name field, enter *your Department and current date*.
5. In the Debt Instrument Short Name field, enter *your Department and current date*.
6. From the Debt Instrument Status drop-down, select Active Lease.
7. In the Responsible Department field, enter *your student data card information*.
8. In the **Issue Date** field, enter *today's date*.
9. In the **Principal** field, enter **100,000**.
10. Click **Save**.
11. Verify that the Lessor/Lessee Indicator and Major Type of Lease were populated.

Debt Instrument | Line Number: 1 | Debt ID: 101 3/11/2015 | Debt Instrument Name: 101 3/11/2015

General Information | Reporting Information | Related Debt

Debt ID: 101 3/11/2015

Auto Generate ID: ☐

Debt Instrument Name: 101 3/11/2015

Debt Instrument Short Name: 101 3/11/2015

Debt Instrument Status: Active Lease

Responsible Department: 101

Lessor/Lessee Indicator: Lessee

Major Type of Lease: Capital

Issue Date: 03/11/2015

Record Initial Accounting: ☒

Principal: \$100,000.00

Fixed Asset Number:

Fixed Asset Component Number:

Debt Instrument Description:

Debt Instrument Extended Description:

Contact Code:

- F. Complete the General Information tab in the Lender / Lessor Information component.

1. Click Lender/Lessor Information.
2. From the **Vendor Code** pick-list, select **VC0000000151**.

3. From the **Address ID** pick-list, select **AD001**.

The screenshot shows the 'Lender/Lessor Information' form with the 'General Information' tab selected. The form contains the following fields and values:

Field	Value
Vendor Code	VC0000000151
Address ID	AD001
Disbursement Category	
Disbursement Priority	
Disbursement Format	
Handling Code	
Single Payment	<input type="checkbox"/>

- G. Complete the General Information tab in the Borrower/Lessee COA component.

1. Select the **Borrower/Lessee COA** component.
2. From the **Type of Payment** drop-down, select **Principal**.
3. In the **Percentage** field, enter **100**.
4. From the **Bank** pick-list, select **BK01**.

The screenshot shows the 'Borrower/Lessee COA' form with the 'General Information' tab selected. The form contains the following fields and values:

Field	Value
Type of Payment	Principal
Percentage	100.0000
Bank	BK01
Accounting Template	
Line Description	

- H. Complete the Fund Accounting tab in the Borrower/Lessee COA component.

1. Click the **Fund Accounting** Tab.
2. In the Fund field, enter your student data card information.
3. In the Department field, enter your student data card information.
4. In the Unit field, enter your student data card information.
5. In the Appr Unit field, enter your student data card information.

6. In the **Object** field, enter **8611**.

Borrower/Lessee COA		Line Number: 1	Percentage: 100.0000
<div>General Information   <b>Fund Accounting</b>   Detail Accounting   Reference</div>			
Fund:	9001	Object:	8611
Sub Fund:		Sub Object:	
Department:	101	Revenue:	
Unit:	0101	Sub Revenue:	
Sub Unit:		Dept Object:	
Appr Unit:	1010000	Dept Revenue:	

- I. Return to the General Information tab in the Borrower/Lessee COA component.
1. Select the General Information tab.
  2. Click the **Insert New Line** button.
  3. From the **Payment Type** drop-down, select **Interest**.
  4. In the **Percentage** field, enter **100**.
  5. From the **Bank** pick-list, select **BK01**.

Borrower/Lessee COA		Line Number: 0	Percentage: 100.0000
Line Number	Percentage	Type of Payment	
1	100.0000	Principal	
0	100.0000	Interest	
From 1 to 2 Total: 2		First Previous Next Last	Go to line: <input type="text"/> Go
<div>General Information   <b>Fund Accounting</b>   Detail Accounting   Reference</div>			
Type of Payment:	Interest	Bank:	BK01
Percentage:	100.0000	Line Description:	
Accounting Template:			

- J. Complete the Fund Accounting tab in the Borrower/Lessee COA component.
1. Click the **Fund Accounting** tab.
  2. In the Fund field, enter your student data card information.
  3. In the Department field, enter your student data card information.
  4. In the Unit field, enter your student data card information.
  5. In the Appr Unit field, enter your student data card information.

6. In the **Object** field, enter **8621**.

Borrower/Lessee COA		Line Number: 0	Percentage: 100.0000
<div>General Information Fund Accounting Detail Accounting Reference</div>			
Fund:	9001	Object:	8621
Sub Fund:		Sub Object:	
Department:	101	Revenue:	
Unit:	0101	Sub Revenue:	
Sub Unit:		Dept Object:	
Appr Unit:	1010000	Dept Revenue:	

- K. Complete the General Information tab in the Schedule component.

1. Click Schedule.
2. From the Schedule Type drop down, select Amortized Payment.
3. Check the **Selected Schedule** checkbox.

Schedule		Schedule Number: 1	Schedule Name:
<div>General Information Terms Schedule Details Summary</div>			
Schedule Type:	Amortized Payment	Selected Schedule:	<input checked="" type="checkbox"/>
Schedule Name:		Manual Payments/Billing:	<input type="checkbox"/>
Schedule Short Name:		Generated Schedule:	<input type="checkbox"/>
Schedule Description:		Reporting Field 1:	
Import File:		Reporting Field 2:	
		Reporting Field 3:	
		Reporting Field 4:	
		Reporting Field 5:	

- L. Complete the Terms tab in the Schedule component.

1. Click the **Terms** tab.
2. In the First Payment Interest Rate field, enter **5**.
3. In the **Interest Rate** field, enter **5**.
4. From the **Frequency** drop down, select **Monthly**.
5. In the **Number of Payments** field, enter **60**.
6. From the **Date of Month** drop down, select **15**.
7. In the Schedule Start Date field, enter *today's date*.
8. Select the **Related Actions** button, located in the lower right hand corner.

## 9. Select Generate Schedule.

## M. Navigate to the Schedule Details component and review the populated payment schedule.



1. Click **Schedule Details** from the Secondary Navigation panel.
2. Review the populated payment schedule.



Schedule Details					
Total Lines: 10+		Schedule Line: 1		Scheduled Date: 03/15/2015	
Schedule Line	Scheduled Date	Net Payment	Unpaid Principal	Processed On	
1	03/15/2015	\$1,526.01	\$98,529.55		
2	04/15/2015	\$1,887.12	\$97,052.97		
3	05/15/2015	\$1,887.12	\$95,570.24		
4	06/15/2015	\$1,887.12	\$94,081.33		
5	07/15/2015	\$1,887.12	\$92,586.22		
6	08/15/2015	\$1,887.12	\$91,084.88		
7	09/15/2015	\$1,887.12	\$89,577.28		
8	10/15/2015	\$1,887.12	\$88,063.40		
9	11/15/2015	\$1,887.12	\$86,543.21		
10	12/15/2015	\$1,887.12	\$85,016.69		
From 1 to 10 Total: 10+					
		First	Previous	Next	Last
Go to line:					Go


3. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **"Document validated successfully."**
4. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **"Document submitted successfully."**



## N. Navigate to the Lease Registry (LEASE) and review the lease information.


1. In the **Jump to** field, enter **LEASE**.
2. Click **Go**. The LEASE table opens.
3. Click **Search**.
4. In the Responsible Department field, enter *your student data card information*.
5. In the Debt ID field, enter your Department and current date.
6. Click **Ok**.

Responsible Department : 101 
 Debt Instrument Status : 

Authorization Debt ID : 
 Lessor/Lessee Indicator : 

Debt ID : 101 3/11/2015
 Major Type of Lease : 

Debt Instrument Name : 
 Fixed Asset Number : 

Debt Type : 

Ok Clear Cancel

7. Click the downward facing arrow just below the grid to expand all sections.


Close

Lease Registry


Debt Instrument


Authorization Debt ID	Debt ID	Debt Instrument Name	Debt Instrument Status	Debt Type	Principal	Unpaid Principal
✓ 101 3/11/2015	101 3/11/2015	101 3/11/2015	Active Lease	CAP-LSE	\$100,000.00	\$100,000.00

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
[Search](#) 


▼ General Information


Debt ID : 101 3/11/2015
 Debt Instrument Description : 


Debt Instrument Name : 101 3/11/2015
 Debt Instrument Extended Description : 

Debt Instrument Short Name : 101 3/11/2015

Debt instrument status : Active Lease 

Responsible Department : 101 


Lessor/Lessee Indicator : Lessee 


Major Type of Lease : Capital 

Issue Date : 03/11/2015


Principal : \$100,000.00


Total Debt Costs : \$0.00


Authorization Debt ID : 101 3/11/2015 


Authorization Name : 


Record Initial Accounting : ☒


Initial Accounting Recorded Date : 


Last Long Term Account Reclass : 


Last Accrual FY : 


Last Accrual APD : 


Fixed Asset Number : 


Fixed Asset Component Number : 

Contact Code : 

Contact Person : 

Email : 

Phone : 

Phone Ext : 

▶ Reporting Information

▶ Related Debt Instruments

▶ Schedule Details Summary

[Top](#)  
[Modify](#) [Change Status](#)  
[Authorization Registry](#) [Alerts](#) [Debt History](#)

8. Click **Home** in the Primary Navigation Panel to return to the Home Page.

- Lease Authorization Registry (LSAUTH)
- Lease History (LSEHIST)
- Lease Registry (LEASE)

## Lease Authorization Inquiry

Close

Authorization

General Information

Reporting Information

Related Authorizations

Schedule Details Summary

Authorization COA

Lease Authorization Registry

Authorization

Authorization Debt ID	Authorization Name	Authorization Status	Debt Type	Authorized Amount	Exercised Amount	Remaining Amount
101 3/11/2015	101 3/11/2015	Active	CAP-LSE	\$100,000.00	\$100,000.00	\$0.00

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[Last](#)
[Attachments](#)

[Search](#)

General Information

Authorization Debt ID : 101 3/11/2015

Authorization Name : 101 3/11/2015

Authorization Short Name : 101 3/11/2015

Authorization Status : Active

Responsible Department : 101

Authorization Date : 03/11/2015

Authorization Start Date : 03/11/2015

Authorization End Date : 03/11/2015

Authorized Amount : \$100,000.00

Exercised Amount : \$100,000.00

Remaining Amount : \$0.00

Authorization Description :

Authorization Extended Description :

Generate Authorization Accounting : ☒

Initial Accounting Generated Date :

Contact Code :

Contact Person :

Email :

Phone :

Phone Ext :

Reporting Information

Related Authorizations

Schedule Details Summary

[Top](#)
[Modify](#)
[Change Status](#)
[Create New Debt Instrument](#)

[Lease Registry](#)
[Alerts](#)
[Debt History](#)

## Lease History

The Lease History (LSEHIST) page provides a means to query on, review, and download the debt, accounting, and budgeting documents that have processed against a Debt ID with Major Type of Debt of *Lease*. This page requires a minimum of information be entered before selecting the Browse link:

- A Debt ID must be entered/selected in one of the Debt ID browse fields. Only one Debt ID can be entered in these fields and wildcard values are not allowed.
- The other browse fields (Created/Updated, Doc Code, Doc Dept Code, and Doc ID) are optional. Wildcard values and multiple values separated by commas are allowed in these fields.
- This page contains a Download link that allows for the downloading of selected records from a search for research purposes.

## Lease Registry

The Lease Registry (LEASE) page displays the Debt Instrument, Lender, Lender COA, Borrower, Borrower COA, Schedule, Schedule Details, and Debt Costs records from processed Lease documents. The Lease Setup (LEASES), Lease Modification (LEASEM), and Debt Status Change (DEBTSC) documents make all the additions and modifications to the registry. Certain Debt Management batch programs make minor updates to the registry for tracking purposes as well as the accounting documents created from those programs.



## 10.7. Modify Capital Lease Asset

The Lease Modification (LEASEM) document allows the modification of a lease or lease authorization while also allowing for the creation of a new lease under an existing lease authorization. Lease Authorizations can only be created with a LEASES document. The LEASEM cannot be modified or cancelled once it has been submitted. Another LEASEM is required if a mistake was made on the first LEASEM.

When a LEASEM document goes to final there are three possible pages updated: Lease Authorization (LSAUTH), Lease Registry (LEASE), and Lease History (LSEHIST). The LSAUTH and LEASE pages are not always updated as the LEASEM does not always have to change both or add a new lease.

A Lease Modification (LEASEM) document can be created and completed by a couple of methods that are not common to all documents.

- The LSAUTH page has a Modify action that will create a LEASEM with the Authorization and Authorization COA components completed with data.
- The LSAUTH page has a Create New Debt Instrument action that will create a LEASEM with the Authorization and Authorization COA components completed with data and place the user on the Debt Instrument component to create a new lease.
- The LEASE page has a Modify action that will create a LEASEM with data in all components, except the Alert components are blank.
- The LEASEM document has an Auto Apply action on the Authorization and Debt Instrument components that allow the entry of the respective Debt ID and the action brings in registry information to the document.

When processing a LEASEM, you are presented with two columns of data. When records are being added in the LEASEM, the data in both columns will be blank or have initial default values. Only the second column will be completed when creating new records. When records are being modified, the first column is a protected set of 'previous' fields displaying what already exists on the registry and the second column is the same data displayed fields. In some cases the field in the second column will not allow a change for an existing record with edits.

### ACTIVITY 10.7

#### Modify a Capital Lease Asset

##### Scenario

You want to modify the interest rate on the lease from the previous activity.

##### Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

- A. Navigate to the Lease Registry (LEASE).
  1. In the **Jump to** field, enter **LEASE**.
  2. Click **Go**. The LEASE table opens.
  3. Click **Search** to open the Search window.
  4. In the Responsible Department field, enter *your student data card information*.
  5. In the Debt ID field, enter your Department and current date (lease from activity 10.5).
  6. Click **Ok**.
  7. Click the **Modify** link at the bottom of the page.
- B. Create a LEASEM document.
  1. In the Dept. field, enter your student data card information.
  2. Check the **Auto Numbering** check box.
  3. Click Create Document.

Document Code	Document Name	Default
✓ LEASEM	Lease Modification	Yes

First Prev Next Last

Document Department Code : 101

Document Unit Code :

Document ID :

Auto Numbering : ☒

[Create Document](#) [Cancel](#)

- C. Go to the Schedule component.
  1. Click on the **Schedule** component.
  2. Uncheck the Selected Schedule box
  3. In the grid at the top, click on the **Copy Line** feature.
  4. Click the **Insert Copied Line** button.

5. Check the **Selected Schedule** box on this new schedule.

**Schedule** Schedule Number: 0 Schedule Name:

Schedule Number	Schedule Name	Selected Schedule	Historical Schedule	
1		No	No	
0		No	No	

From 1 to 2 Total: 2 First Previous Next Last Go to line:  Go

List View

**General Information** **Terms** Schedule Details Summary

Previous Schedule Type:  Schedule Type: Amortized Payment

Previous Schedule Name:  Schedule Name:

Previous Schedule Short Name:  Schedule Short Name:

Previous Schedule Description:  Schedule Description:

Previous Import File:  Import File:

Previous Selected: ☐ Selected Schedule: ☒

Previous Historical Schedule: ☐ Historical Schedule: ☐

Save Undo Insert New Line Insert Copied Line Edit with Grid Related Actions

- D. Go to the **Terms** tab in the Schedule component.
- Click on the **Terms** tab.
  - Change the First Payment Interest Rate to 3.75.
  - Change the Interest Rate to 3.75.
  - Click on the **Related Actions** button and select the option, **Generate Schedule**.
  - In the grid at the top, make sure that you have selected the new schedule line.

**Schedule** Schedule Number: 2 Schedule Name:

Schedule Number	Schedule Name	Selected Schedule	Historical Schedule	
1		No	No	
2		Yes	No	

From 1 to 2 Total: 2 First Previous Next Last Go to line:  Go

List View

**General Information** **Terms** Schedule Details Summary

Previous Debt Terms:  Debt Terms:

Previous Principal:  Principal: \$100,000.00

Previous Fixed Interest Payment Amount:  Fixed Interest Payment Amount:




















Previous First Payment Interest Rate:  First Payment Interest Rate: 3.7500%

Previous Interest Rate:  Interest Rate: 3.7500%

Previous Frequency:  Frequency: Monthly

Previous Number of Payments:  Number of Payments: 60

- E. Go to the Schedule Details component.
1. Click on the **Schedule Details** component.
  2. Review the schedule details.

Schedule Details					
Total Lines: 10+		Schedule Line: 1		Scheduled Date: 03/15/2015	
Schedule Line	Scheduled Date	Net Payment	Unpaid Principal	Processed On	
1	03/15/2015	\$1,559.56	\$98,482.11		 
2	04/15/2015	\$1,830.39	\$96,959.48		 
3	05/15/2015	\$1,830.39	\$95,432.09		 
4	06/15/2015	\$1,830.39	\$93,899.93		 
5	07/15/2015	\$1,830.39	\$92,362.98		 
6	08/15/2015	\$1,830.39	\$90,821.22		 
7	09/15/2015	\$1,830.39	\$89,274.65		 
8	10/15/2015	\$1,830.39	\$87,723.24		 
9	11/15/2015	\$1,830.39	\$86,166.99		 
10	12/15/2015	\$1,830.39	\$84,605.87		 
From 1 to 10 Total: 10+					
		First	Previous	Next	Last
				Go to line:	Go

- F. Finalize the Lease document.
1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: "**Document validated successfully.**"
  2. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: "**Document submitted successfully.**"
- G. Navigate to the Lease Registry (LEASE) and review the lease information.
1. In the **Jump to** field, enter **LEASE**.
  2. Click **Go**. The LEASE table opens.
  3. Click **Search**.
  4. In the Responsible Department field, enter *your student data card information*.
  5. In the **Debt ID** field, enter **your Department and current date** (lease from activity 10.5).
  6. Click **Ok**.
  7. Click the downward facing arrow just below the grid to expand all sections.

Close

- Debt Instrument
- General Information
- Reporting Information
- Related Debt Instruments
- Schedule Details Summary
- Lender/Lessor Information
- Lender/Lessor COA
- Borrower/Lessee Information
- Borrower/Lessee COA
- Schedule
- Schedule Details
- Debt Costs

### Lease Registry

Debt Instrument

Authorization Debt ID	Debt ID	Debt Instrument Name	Debt Instrument Status	Debt Type	Principal	Unpaid Principal
101 3/11/2015	101 3/11/2015	101 3/11/2015	Active Lease	CAP-LSE	\$100,000.00	\$100,000.00

First Prev Next Last Attachments

Search

General Information

Debt ID: 101 3/11/2015

Debt Instrument Name: 101 3/11/2015

Debt Instrument Short Name: 101 3/11/2015

Debt Instrument Status: Active Lease

Responsible Department: 101

Lessor/Lessee Indicator: Lessee

Major Type of Lease: Capital

Issue Date: 03/11/2015

Principal: \$100,000.00

Total Debt Costs: \$0.00

Authorization Debt ID: 101 3/11/2015

Authorization Name: 101 3/11/2015

Record Initial Accounting: ☒

Initial Accounting Recorded Date:

Last Long Term Account Reclass:

Debt Instrument Description:

Debt Instrument Extended Description:

Fixed Asset Number:

Fixed Asset Component Number:

Contact Code:

Contact Person:

Email:

Phone:

Phone Ext:

8. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 10.8. Run Debt Payment and Billing Job

---

This chain job consists of a group of jobs that work together to create payment or billing documents that record the payment or billing for a debt instrument. This chain job will be run for a lease, if the manual payments/billing option is not selected on the Schedule / General Information section of the LEASE or LEASEM documents for a Lease.

Once the job has run successfully, it will create a General Accounting Expense (GAX) document for payments to a lender, or a Receivable (RE) document, for receipts owed from a borrower. This document can be reviewed by navigating to the Document Catalog.

## 10.9. Generate Initial Debt Accounting Documents

---

This chain job consists of a group of jobs that work together to create accounting documents that record the initial accounting for debt authorizations and debt instruments.

When authorizations and instruments are set up and activated users have a choice to record the initial accounting manually or allow this chain job to record the accounting. By leaving the Record Initial Accounting flag checked (true) for the selected debt instrument, the system will automatically generate documents for a debt instrument. This is the recommended approach.

Once the job has run successfully, it will create a Debt Accounting (DA) document. This document can be reviewed by navigating to the Document Catalog.

## Lesson Summary

---

In this lesson, you:

- Navigated to Capital Lease tables and inquiries
- Created a Capital Lease Asset
- Modified a Capital Lease Asset
- Reviewed the Run Debt Payment and Billing Job
- Reviewed the Generate Initial Debt Accounting Documents process

## Check Your Progress

---

1. Which field on the FA document links the asset and the lease on the Debt Instrument Registry?
  - a. Fixed Asset Number
  - b. Debt ID
  - c. Asset System Number
  - d. Document Description
2. Lease authorization can only be created with a LEASES document.
  - a. True
  - b. False
3. Multiple lease authorizations can be entered on a document.
  - a. True
  - b. False

# 11. Asset Management Reporting

## Learning Objectives

In this lesson, you will review reports available in Asset Management.

## Lesson Overview

AFIS includes several reports for monitoring Asset Management.

### 11.1. Reports

The key reports needed to support the AFIS Asset Management business processes are listed below. Included with some of the reports are the data elements (prompts) that are available.

#### AFIS Reports

- **Mass Depreciation Report** – This report generates a listing of the depreciation to be applied to each selected asset based on the input parameters and each asset’s depreciation attributes. The report is sorted and summarized by Department and Fixed Asset Type.
- **FAPR Purge Process Report** - This report captures a list of records on the FAPR table where the Fixed Asset Acquisition Shell document has been successfully submitted or the shell has been discarded and the Ready To Purge flag is true.

#### infoAdvantage Reports

- **FIN-AZ-AM-C048 Transaction Register by Department**- This report lists fixed assets by department.
- **FIN-AZ-AM-C062 Age of Assets**- This report lists all fixed assets for a given department and asset status and calculates their age by comparing the acquisition date to the current date.
- **FIN-AZ-FA-N385-Fixed Asset by Type – Detail**- The report lists fixed assets and components according to their fixed asset type. For each fixed asset the manufacturer, serial number, model number, asset location and value are included in the report. The fixed assets are grouped by Fixed Asset Type. Totals are generated for Fixed Asset Type.
- **FIN-AZ-AM-N332 Pending Fixed Asset Shell Transactions by Department** - This report captures Pending Fixed Asset Shell Transactions for FAS Documents not in Final Phase.
- **FIN-AZ-AM-C049a Fixed Asset Purchases by Department and Funding Source**- This report captures a total amount of fixed asset purchases by department and funding source.
- **FIN-AZ-AM-C049b Fixed Asset Purchases by Department and Funding Source**- This report captures a total amount of fixed asset purchases by department and funding source.

- **FIN-AZ-AM-C050B-Gain/Loss on Disposition of Assets by Fund and Asset Type-** This report captures the Gain/Loss on disposition of Assets by Asset Type, Fund and Location.
- **FIN-AZ-AM-C053a Fixed Asset Transfers by Fiscal Year-** This report captures Fixed Asset Transfers by Fiscal Year for FS documents.
- **FIN-AZ-AM-C050a Fixed Asset Dispositions by Asset Type, Fund and Location-** This report captures Fixed Asset Dispositions by Asset Type, fund and Location.
- **FIN-AZ-AM-C052 Physical Inventory Sheet-** This report lists the Fixed Assets and their locations for use in conducting physical inventory.
- **FIN-AZ-AM-N067-Fixed Assets by CFDA number-** This report provides fixed assets by CFDA and other funding sources.
- **FIN-AZ-AM-N357-Fixed Asset Accumulated Depreciation by Fund-** This report provides the FA accumulated depreciation by Fund and Balance Sheet Account.
- **FIN-AZ-AM-N341- Disposed Assets by Acquisition Fund-** This report includes disposed Fixed Assets by Department and Fund for the purpose of Federal reporting.
- **FIN-AZ-AM-C056- Parent Child Relationship by Asset Type-** This report provides the parent child relationship by Asset Type and Locations.
- **FIN-AZ-AM-N358-Fixed Asset by Location and Sub-Location-** This report captures Fixed Assets by Location and Sub-Location.

**InfoAdvantage Baseline Reports:**

- **FIN-FA-0001 Fixed Asset Property Accounting Addition**
- **FIN-FA-0002 Fixed Asset by Type – Detail**
- **FIN-FA-0003 Fixed Asset Transaction Detail**
- **FIN-FA-0004 Fixed Asset Replacement Forecast**
- **FIN-FA-0005 Statement of Fixed Assets by Department and Unit**



## Lesson Summary

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In this lesson, you reviewed reports for Asset Management.

## Check Your Progress

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1. To view a list of assets that have been purchased but a shell document has not been finalized yet, use the \_\_\_\_\_ report.
  - a. FAPR Purge Process Report
  - b. Pending Fixed Asset Shell Transactions by Department and Fund
  - c. Fixed Asset by Type – Detail
2. The following statements are true about the Fixed Asset by Type – Detail Report.
  - a. The Fixed Asset by Type – Detail Report groups assets by Fixed Asset Type.
  - b. Asset value and location are included on the Fixed Asset by Type – Detail Report.
  - c. Totals are generated for fixed asset type on the Fixed Asset by Type – Detail Report .
  - d. All of the above

## Appendix

### FIXED ASSET SHELL (FAS) PRE-POPULATED FIELDS

Table 5: FAS Pre-Populated Fields

Fields in FAS Document	Source
<b>Header Tab / General Information Section</b>	
Document Total	Calculated field
Final Asset Value	Calculated field
Event Type	Defaults to FA01
<b>Header Tab / Composite Asset Information Section</b>	
Acquisition Date	Date Shell Generation Batch process run
<b>Component Tab / Component General Information Section</b>	
Component Number	Defaults to 0001
Commodity	ProcureAZ
Units	Defaults to 1.00000
Unit of Measure	Defaults to EA (Each)
Base Asset	Defaults to checked
<b>Component Tab / Specifications Section</b>	
Manufacturer	ProcureAZ if provided
Commodity Specs	Property Number from Items tab in ProcureAZ, if provided
<b>Commodity Tab / Acquisition Details Section</b>	
Acquisition Date	Date Shell Generation Batch process run
Vendor	ProcureAZ
<b>Commodity Tab / Component Classification Section</b>	
Fixed Asset Classification	For shell generation process, defaults to 'Normal'
Fixed Asset Type	Defaulted from COMM table in Advantage, based on commodity code used in ProcureAZ
BSA	Defaults from FATP table in Advantage, based on Fixed Asset Type defaulted
OBSA	Defaults from FATP table in Advantage, based on Fixed Asset Type defaulted
Accum Depr BSA	Defaults from FATP table in Advantage, based on Fixed Asset Type defaulted
<b>Commodity Tab / Cost, Valuation &amp; Depreciation Section</b>	
Component Total	Calculated field
Final Component Value	Calculated field

<b>Commodity Tab / FAPR Reference Section</b>	
PR Doc Code	ProcureAZ Interface
PR Doc Dept	ProcureAZ Interface
PR Doc ID	ProcureAZ Interface
PR Doc Vendor Line	ProcureAZ Interface
PR Doc Commodity Line	ProcureAZ Interface
<b>Accounting Tab / General Information Section</b>	
Accounting Template	ProcureAZ if provided
Line Amount	ProcureAZ
Funding Fiscal Year	ProcureAZ
Funding Budget Fiscal Year	ProcureAZ
<b>Accounting / References Section</b>	
PO Doc Code	ProcureAZ Interface
PO Doc Dept Code	ProcureAZ Interface
PO Doc ID	ProcureAZ Interface
PO Doc Vendor Line	ProcureAZ Interface
PO Doc Commodity Line	ProcureAZ Interface
PO Doc Accounting Line	ProcureAZ Interface
PR Doc Code	ProcureAZ Interface
PR Doc Dept Code	ProcureAZ Interface
PR Doc ID	ProcureAZ Interface
PR Doc Vendor Line	ProcureAZ Interface
PR Doc Commodity Line	ProcureAZ Interface
PR Doc Accounting Line	ProcureAZ Interface
Disb Doc Code	ProcureAZ Interface
Disb Doc Dept Code	ProcureAZ Interface
Disb Doc ID	ProcureAZ Interface
Disb Doc Vendor Line	ProcureAZ Interface
Disb Doc Accounting Line	ProcureAZ Interface
<b>Accounting / Fund Accounting Section</b>	
Fund	ProcureAZ
Sub Fund	ProcureAZ if provided
Department	ProcureAZ
Unit	ProcureAZ
Sub Unit	ProcureAZ if provided
Appr Unit	ProcureAZ
Object	ProcureAZ
Sub Object	ProcureAZ if provided
Dept Object	ProcureAZ if provided
Location	ProcureAZ if provided
Sub Location	ProcureAZ if provided

Activity	ProcureAZ if provided
Sub Activity	ProcureAZ if provided
Function	ProcureAZ if provided
Sub Function	ProcureAZ if provided
Reporting	ProcureAZ if provided
Sub Reporting	ProcureAZ if provided
Task	ProcureAZ if provided
Sub Task	ProcureAZ if provided
Task Order	ProcureAZ if provided
Program	ProcureAZ if provided
Phase	ProcureAZ if provided
Program Period	ProcureAZ if provided

## REQUIRED FIELDS FOR IT EQUIPMENT

**Table 6: Required Fields for IT Equipment**

ISIS Asset Inventory Field	AFIS Field	AFIS Document	Document Section
Asset Tag Number	Fixed Asset Number	FA or FAS	Header Tab / General Information Section
Unit Cost	Component Total		Component Tab (calculated as total of accounting lines for each component)
N/A	Commodity		Component Tab / Component General Information Section
Number of Seats	Statistical Unit		Component Tab / Component General Information Section
	Statistical UOM (select a Statistical UOM of 'users', 'cpu' or 'devices')		
Lease Number	Debt ID		Component Tab / Component General Information Section
Comments	Data in the following fields: Description 1 through 5, Property Description and Extended Description		Component Tab / Component General Information Section
Manufacturer Name	Manufacturer		Component Tab / Specifications Section
Version Name / Number (Software)	Product / Category		Component Tab / Specifications Section
Model Name / Number (Hardware or Software)	Model Number		Component Tab / Specifications Section
Serial / License Number	Serial Number		Component Tab / Specifications Section
Acquisition Date	Acquisition Date		Component Tab / Acquisition Details Section
Status	Acquisition Method		Component Tab / Acquisition Details Section
Location	Location		Component Tab / Component Location Details Section
City	Provided through rollup to Location Name		Component Tab / Component Location Details Section

Asset Group	Fixed Asset Group Category - Defaults from FA Catalog		Component Tab / Component Classification Section
Asset Type	Fixed Asset Group - Defaults from FA Catalog		Component Tab / Component Classification Section
Asset Code	Fixed Asset Catalog		Component Tab / Component Classification Section
N/A	Useful life		Component Tab / Component Classification Section
Agency AFIS Code	Department		Accounting Tab / Fund Accounting Section
Sub Organization	Unit		Accounting Tab / Fund Accounting Section
N/A	Last Inventory Date	FM	Component Tab / Component Location / Condition Section
Maintenance Type	Repair & Maintenance Type (if applicable)	FRM	Warrant - Repair and Maintenance Tab / Repair & Maintenance Section
Maintenance Vendor	Repair & Maintenance Vendor Name (if applicable)		Warrant - Repair and Maintenance Tab / Repair & Maintenance Section
Maintenance Cost	Total Cost of Repair & Maintenance (if applicable)		Warrant - Repair and Maintenance Tab / Repair & Maintenance Section
Disposition Date	Disposition Date	FD	Component Tab / Disposition Details Section
Disposition	Disposition Method		Component Tab / Disposition Details Section

## ANSWER KEYS

Below are answer keys for the Check Your Progress quizzes provided at the end of each lesson.

### Lesson 2

1. a. True. Thresholds and Commodity code setup determine when a purchase is deemed a Fixed Asset. See Component 2.1 Fixed Asset Lifecycle.
2. b. FAS. An FAS document is created automatically through the Shell Generation job. See Component 2.3 Manual FA vs. FA Shell.
3. a. True. The Fixed Asset History journal provides a historical look at the asset over the course of its life cycle. See Component 2.4 Fixed Asset Tables and Inquiries.

### Lesson 3

1. c. All of the Above. See Component 3.1 Fixed Asset Setup and Threshold.
2. d. All of the Above. See Component 3.2 Fixed Asset Shell Generation Process.
3. b. False. Users can also view the Fixed Asset Shell's corresponding disbursement document by clicking Disbursement Lines from the FAPR Accounting Lines page. See Component 3.3 Researching a Fixed Asset Shell document.
4. a. True. See Component 3.2 Fixed Asset Shell Generation Process.

### Lesson 4

1. a. True
2. a. True
3. d. a. and b. only. The Fixed Asset Catalog categorizes the type of Commodity used and is not specific to only memo assets.
4. b. False. The default option is Multi Shell.

### Lesson 5

1. a. FRM. See Component 5.3 Capture Warranty, Labor and Material Costs
2. a. True. See Component 5.2 Simple Modification
3. a. True 5.4. Modify Asset Value
4. a. True 5.5. Cancel a Fixed Asset

### Lesson 6

1. b. False. The FT document is used to transfer an asset between units within the same Responsibility Center Fund. The FS document is used to transfer an asset across Responsibility Center funds. See Component 6.3 Fixed Asset Internal Sale Document.
2. d. FS. See Component 6.4 Create Fixed Asset Internal Sale Document.

3. a. True. See Component 6.1 Fixed Asset Transfer.

## Lesson 7

1. a. True. See Component 7.1 Mass Depreciation Process.
2. b. Equipment. The others (Construction in Progress, Land and Development in Progress) are not depreciated. See Component 7.1 Mass Depreciation Process.
3. c. FE (Manual Depreciation). See Component 7.2 Manual Depreciation State Process Overview.
4. d. All of the Above. See Component 7.3 Researching Depreciation Documents.

## Lesson 8

1. a. True. See Component 8.1 Asset Disposition with SPMO Approval State Process Overview.
2. a. True. See Component 8.1 Asset Disposition with SPMO Approval State Process Overview.
3. b. Fixed Asset Disposition Method (FADM) table. See Component 8.1 Asset Disposition with SMO P Approval State Process Overview.

## Lesson 9

1. c. FX. See Component 9.3 Review Construction Work in Progress Documents.
2. b. False. The Program Asset Generation batch job automatically creates and submits the FI and FX documents to update the information related to the Construction in Progress asset. See Component 9.3 Review Construction Work in Progress Documents.
3. b. False. The FACPER table is automatically updated by the Program Asset Generation batch job. The user should navigate to the FACPA and FACPAD tables to update the asset's final attributes. See Component 9.3 Review Construction Work in Progress Documents.

## Lesson 10

1. b. Debt ID. See Component 10.1 Lease Overview.
2. a. True. See Component 10.3 Lease Setup (LEASES) Document Components.
3. b. False. See Component 10.3 Lease Setup (LEASES) Document Components.

## Lesson 11

1. b. Pending Fixed Asset Shell Transactions by Department and Fund. See Component 11.1 Reports.
2. d. All of the above. See Component 11.1 Reports.